Position: President-Elect

Term: 2022-2023

Duties:

1. Duty of Care
   a. Exercise the same degree of care, diligence and skill that a reasonably prudent person would show in comparable circumstances. This may require a reasonable understanding of relevant legislation and jurisprudence.
   b. Requires that the Board act in good faith, participate in meetings, be prepared (e.g., read reports), ask questions, when necessary (e.g., voice, clearly and explicitly, at the time a decision is being taken, any opposition to a decision being considered by the Board for the benefit of the Board to make a decision guided by all points of view from all members of the Board), exercise independent judgment.
   c. Work cooperatively with the staff of the Association on committees or task forces of the Board.
   d. Know and respect the distinction in the roles of Board and staff consistent with the principles underlying approved governance policies.
   e. Allows the Board to rely on advice of third parties (e.g., attorneys, accountants).

2. Duty of Loyalty
   a. Act with honesty and in good faith in what the Board member reasonably believes to be the best interests of the Association.
   b. Maintain solidarity with fellow Board members in support of a decision that has been made in good faith, in a legally constituted meeting, by Board members in reasonably full possession of the facts.
   c. Exercise vigilance for and declare any apparent or real personal conflict of interest in accordance with the Association’s bylaws and policies and statutory requirements.
   d. Maintain confidentiality of Board discussions.

3. Duty of Obedience
   a. Be informed of the articles of the Association (or letters patent), the legislation under which the Association exists, and the Association’s bylaws, mission, values, code of conduct, and policies as they pertain to the duties of a Board member.
   b. Keep generally informed about the activities of the Association, the community issues that affect the Association, and general trends in the
business in which the Association operates.
c. Attend Board meetings, serve on committees of the Board and contribute from personal, professional and life experience to the work of the Board.

**General Responsibilities:**

1. Serves as an active participant in any Leadership Development initiatives.
2. Facilitates the annual review of the organizational Bylaws in collaboration with the President and Director of Practice and Quality.
3. Collaborates with the President and Director of Practice and Quality in the review and revision of the APSNA Strategic Plan per organization policy.
4. Collaborates with the President in review and revision of APSNA policies and submits proposed changes to the Board of Directors.
5. Serves as a timekeeper for all Board of Directors meetings.
6. Serves as a member of the Finance Committee.
7. Serves as a member of the Executive Committee.
8. Attends and participates in annual Board of Directors (BOD) Meetings (Pre- and Post-Conference, Business), the Annual *Journal of Pediatric Surgical Nursing* (JPSN) Publisher Meeting, the Fall BOD Meeting and any teleconferences to conduct the business of the organization. Presents a short report to the membership at the annual business meeting (as applicable).
9. Serves as the Nominations Committee Chair as a non-voting member and coordinates the nominations and selection processes of all the organizational awards per organizational policy.
10. Promotes and encourages recruitment efforts of the organization, oversees coordination of membership renewal process with contracted services, reviews the membership brochure annually for needed updates, and has an understanding of different membership categories and develops new member benefits with EC or BOD approval.
11. Demonstrates a wide knowledge of the membership and member’s individual strengths, therefore being in a strong position to suggest candidates for the board and other project positions within APSNA.
12. Serves as a role model and provides positive mentoring experiences for potential future APSNA leaders.
13. Serves as Master of Ceremonies for the Awards Ceremony at the Annual Conference.
14. Possess a basic understanding of fundraising responsibilities:

   a. Define or clarify the mission
   b. Support organizational sustainability
   c. Identify strong leadership
   d. Approve adequate budgets
   e. Plan for the future of the organization
   f. Be familiar with the overall fundraising plan
   g. Participate in the fundraising process
15. In keeping with the fiduciary responsibilities of the BOD, understands and approves the budget. Participates in preparing assigned budget items. Reads all information provided regarding the activities of the Investment Committee and stays up to date on current events.

16. Ability to function well in a team setting; build constructive working relationships characterized by a high level of acceptance, cooperation, flexibility, compromise and mutual respect.

17. Other duties as assigned by the President.

Qualifications & Skills:
1. Completed term as previous Board member
2. Organizational/Leadership skills:
   a. Delegate with authority, responsibility, and accountability
   b. Ability to adapt quickly to change
   c. Ability respect group consensus
3. Able to respond to email within 24-48 business hours
4. Finances:
   a. Comprehensive understanding of the organizational budget
5. Computer skills:
   a. Basic to intermediate proficiency with Microsoft Word, Excel and PowerPoint

Mentoring: All BOD Members have a mandatory mentorship year - per the Mentoring and Succession Planning Policy

Time Commitment: The nominee is willing to commit the necessary time and resources to serve effectively in the position for which he/she is nominated. This includes an average of 35 or more personal hours per month of administrative time working on APSNA-related projects. This time commitment is conservative and with particular BOD positions can be as high as 20-25 hours per week, especially at specific times of the year such as preparing for conference.

Evaluation: Board member’s effectiveness will be assessed per Board Self-Assessment Policy

Review Date: June 2021 Approval Date: July 2021