



POSITION DESCRIPTION

Position: President-Elect

Term: 2018-2019

Duties:

1. Duty of Care

The duty of care describes the level of competence that is expected of a board member and is commonly expressed as the duty of "care that an ordinarily prudent person would exercise in a like position and under similar circumstances." This means that a board member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization.

2. Duty of Loyalty

The duty of loyalty is a standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the organization. This means that a board member can never use information obtained as a member for personal gain, but must act in the best interests of the organization.

3. Duty of Obedience

The duty of obedience requires board members to be faithful to the organization's mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public's trust that the organization will manage donated funds to fulfill the organization's mission.

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 all annual Board of Directors meetings, the Fall Board of Directors meeting, and any teleconferences to conduct the business of the organization.
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. Serves as a liaison to the textbook editors.
11. Oversees coordination of membership renewal process with contracted services.
12. Serves as Master of Ceremonies for the Founders Awards Ceremony and Reception at the Annual Conference.
13. In keeping with the fiduciary responsibilities of the BOD, participates in the planning and approval of the organizational budget, as well as APSNA investment policies. Maintains a clear understanding of role-specific budget requests, variances, rationales, and reports to the Board of Directors as needed.
14. Other duties as assigned by the President.

Qualifications & Skills:

Completed term as previous Board member

Organizational/Leadership skills

Delegate with authority, responsibility, and accountability

Ability to adapt quickly to change

Ability respect group consensus

Finances

Comprehensive understanding of the organizational budget

Computer skills level of proficiency:

Basic to intermediate proficiency with Microsoft Word

Basic proficiency level with Microsoft Excel

Basic to intermediate proficiency

Computer/electronic document problem-solving skills

Evaluation: Board member's effectiveness be assessed per [Board Self-Assessment Policy](#)

Review Date: October 2017

Approval Date: November 2017