



## APHON Quick Fact Sheet for Elected Positions: President-Elect

Purpose/Time Commitment	Responsibilities	Qualifications
<p><b><u>Purpose:</u></b> Manages organization, acts as official representative</p> <p><b><u>Length of term:</u></b></p> <ul style="list-style-type: none"> <li>• 1 year: President-elect</li> <li>• 2 years: President</li> <li>• 1 year: Past-president (4 years total on board)</li> </ul> <p><b><u>Hours per week:</u></b> 4-8 hours per week, may increase/decrease according to meeting schedule during year</p> <p><b><u>Meetings per year:</u></b></p> <ul style="list-style-type: none"> <li>• Weekly call with Executive Director, multiple conference calls throughout year</li> <li>• 2-3 board meetings per year, annual membership meeting (all travel expenses will be paid by APHON for meetings not held at annual conference; complimentary registration will be provided for meetings held at annual conference)</li> <li>• Attend meetings of other organizations as representative of APHON</li> </ul>	<ul style="list-style-type: none"> <li>• Leads board meetings – sets agenda</li> <li>• Regularly reviews committee and board activities</li> <li>• Appoints task force/committee chairs</li> <li>• Assigns board liaisons to task forces, committees, JOPON, and other organizations</li> <li>• Represents APHON at meetings of other organizations</li> <li>• Leads membership meeting - sets agenda</li> <li>• Signs contracts with board approval</li> <li>• Writes column for newsletter and conference book</li> <li>• Provides mentorship and recognition</li> </ul>	<ul style="list-style-type: none"> <li>• Continuous member of national APHON for last 5 years</li> <li>• Major leadership position within national APHON, the former CCPON, or ONCC – may include board member, officer, committee chairperson</li> <li>• History of consistent meeting attendance and successful work outcomes applicable to previous leadership role within APHON</li> <li>• Recommendation from APHON member in leadership position that candidate has reported to</li> <li>• Strong collaboration/ relationship building skills</li> <li>• Public speaking skills</li> <li>• Commitment to time demands (both from candidate and candidate’s institution)</li> </ul>