



APHON Quick Fact Sheet for Elected Positions: President-Elect

Purpose/Time Commitment	Responsibilities	Qualifications
<p><u>Purpose:</u> Manages organization, acts as official representative</p> <p><u>Length of term:</u></p> <ul style="list-style-type: none"> • 1 year: President-elect • 2 years: President • 1 year: Past-president (4 years total on board) <p><u>Hours per week:</u> 8-10 hours per week, may increase/decrease according to meeting schedule during year</p> <p><u>Meetings per year:</u></p> <ul style="list-style-type: none"> • Weekly call with Executive Director, multiple conference calls throughout year • At least 4 board meetings per year, annual membership meeting* • Attend meetings of other organizations as representative of APHON, including travel to ANA Assembly (Spring), ANA Organizational Affiliates/Nursing Organizations Alliance (Fall) 	<ul style="list-style-type: none"> • Leads board meetings – sets agenda • Regularly reviews committee and board activities • Appoints task force/committee chairs • Assigns board liaisons to task forces, committees, JOPHON, and other organizations • Represents APHON at meetings of other organizations • Leads membership meeting - sets agenda • Signs contracts with board approval • Provides mentorship and recognition to APHON members • Collaborates with APHON staff on strategic planning, implementation and evaluation • Collaborates with Treasurer on financial oversight of the organization • Collaborates with the community of professional colleagues, such as ONS, ONCC, COG 	<ul style="list-style-type: none"> • Continuous member of national APHON for last 5 years • Major leadership position within national APHON, the former CCPON, or ONCC – may include board member, officer, committee chairperson • Prior APHON Board experience preferred • History of consistent meeting attendance and successful work outcomes applicable to previous leadership role within APHON • Recommendation from APHON member in leadership position that candidate has reported to • Strong collaboration/ relationship building skills • Public speaking skills • Commitment to time demands (both from candidate and candidate's institution)

*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