



APHON Quick Fact Sheet for Elected Positions: President-Elect

Purpose/Time Commitment	Responsibilities	Qualifications
<p><u>Purpose:</u> Responsible for general management of the affairs of APHON and policy decisions. Serves as official representative</p> <p><u>Length of term:</u> Five years</p> <ul style="list-style-type: none"> ● President-elect (1 year) ● President (2 years) ● Past president (1 year) ● Chair of Leadership Development Committee (1 year) <p><u>Hours per week:</u> Eight to ten hours</p> <p><u>Meetings per year:</u> Two multi-day board meetings – one virtual in the Spring and one held in conjunction with the APHON Annual Conference – with an additional four to six meetings, up to two hours in length. Additional Executive Committee meetings, as needed.</p> <ul style="list-style-type: none"> ● Weekly call with Executive Director, multiple conference calls throughout year ● 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"> ● Ensures the sustainability, financial health, and wellbeing of APHON. ● Leads strategic planning, implementation and evaluation for organization. ● Sets agenda and presides at board meetings ● Collaborates with Treasurer on financial oversight of the organization ● 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 ● Sets agenda and leads membership meeting ● Collaborates with the community of professional colleagues (e.g., ONS, ONCC, COG) 	<ul style="list-style-type: none"> ● Continuous member of APHON for last five years ● Demonstrated leadership experience within APHON, ONCC, or other nationally recognized nursing organization – may include board member, committee chair, project leader, local chapter president or officer ● Prior APHON Board experience preferred ● Letters of recommendation from individuals who can attest to candidate’s leadership strengths and skills ● Strong communication, networking, and organizational skills ● Public speaking skills ● Commitment to time demands (both from candidate and candidate’s institution)