



RUM RIVER CHAPTER AACN

Job Description

Title: PRESIDENT

Second year of three year term - ELECTED OFFICE

Responsibilities:

1. Shall be the principal executive officer of the organization and shall have general supervision of the business of the chapter.
2. Shall implement policy established by the Board of Directors.
3. Supervise and direct all business of the Chapter subject to the control of the Board of Directors including conveyances, notes, contracts, or other instruments authorized by the members.
4. Preside at all meetings of the Board of Directors.
 - a. Coordinates and schedules Board meetings
 - b. Set agenda for each Board meeting
 - c. Attends all Board meetings as voting officer
5. Serve as an ex-officio member of all standing committees, acting as a resource for standing committees when necessary.
6. Serve as a liaison officer between the local Chapter and the National Board of Directors.
7. Represent the local Chapter at meetings of other health professional groups as permitted by the National Office.
 - a. Submit Activity Reports to the National Office
 - b. Communicate pertinent information from the National Office to the membership through the chapter newsletter.
8. Participate in the annual regional meeting and the NTI as able.
9. Develop and/or revise strategic plan with President-Elect
10. Plan the next year's budget with President-Elect, Treasurer, Treasurer-elect and present for Board approval at August Board meeting.
11. Facilitates routine revision and review of chapter policies, procedures, chapter manuals and job descriptions minimally every three years and additionally as needed.
12. Welcomes participants at chapter educational events
13. Coordinate chapter-sponsored Certification Dinner for certified chapter members.

Revision/Review Dates: 10/07; 5/09; 9/09; 8/10

Board Approved