



## RUM RIVER CHAPTER AACN

### Job Description

Title: PRESIDENT-ELECT

First year of presidential term - ELECTED OFFICE

Responsibilities:

1. Become familiar with the duties of the President and succeed to the presidency at the expiration of the President's term of office.
2. Serve as the Vice President of the Chapter, performing the duties of the President in the President's absence.
3. Prepare for the role of President:
  - a. Serve as an ex-officio member of all standing committees
  - b. Attend committee meetings, as necessary, to learn the activities and functioning of the chapter.
  - c. Attend chapter leadership development workshop at NTI
  - d. Participate in the annual regional meeting.
4. Assist President with Strategic Planning process.
  - a. Provides direction to the chapter consistent with national's mission, values and pledges, as well as chapter needs and priorities.
  - b. Discusses and recommends to the local chapter long range plans.
5. Assist President, Treasurer, and Treasurer-elect with preparing budget for coming fiscal year.
6. Assist President with review and update of chapter policies, committee responsibilities and job descriptions.
7. Preside over the Nominations committee.
8. Coordinate chapter participation during Nurse's Week
9. Attend all Board meetings as voting officer

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

Board Approved: 8/2010