

AAOHN President Elect

General Responsibilities

- The President Elect is a member of the Board, performs the duties of the President when the President cannot be available, and offers key support during Board meetings and on Board committee projects, as assigned by the President. The time allotment depends on committees and role of the President Elect but generally 10 hours per month.

Term of Office

According to the bylaws the:

- Term of office is 2 years then the person assumes the Presidency for a two-year term.
- Term of office begins at the close of the annual business meeting in the year of President's election unless appointed otherwise. Refer to AAOHN Bylaws for specific appointment processes.

Accountability

The President Elect is accountable to the Board of Directors and Members as specified in the bylaws.

Specific Duties .

- Report regularly to the Board President to offer support and assistance.
- Support the Board President during board meetings, helping to ensure adherence to parliamentary procedure and timely completion of agenda items.
- Work closely with, and supports, other Board members on tasks as assigned by the President.
- Assist the President with transition of new officers onto the Board.
- Serve as successor to the President if the President is absent or unable to fulfill his/her duties and obligations.
- Record the minutes in the absence of the Board Secretary.
- Prepare to assume the President's role when the President's term is completed.
- Perform all duties of a Member-at-large, as follows:

- Participate in strategic planning sessions.
- Support financial oversight of the organization by serving on the Stewardship Committee.
- Comply with legal and ethical integrity requirements and supports fulfillment of the organization's mission.
- Assist in enhancing the organization's public standing.
- Support funding development efforts to ensure adequate resources to help the organization fulfill its mission.
- Actively participate in the Board's annual self-evaluation.
- Prepare for and participate in meetings, reviews and comments on meeting minutes.
- Support the development of board reports and materials, as required.
- Perform other duties as assigned by the President.

Meetings

The President Elect presides over meetings of the Board of Directors in the absence of the President.

Board Committees

The President Elect serves on committees as appointed by the President. The President Elect also serves as an active member of the Stewardship Committee.

Community Relations

Provide visibility of AAOHN to chapters, states, other nursing and other professional organizations as directed by the President.

Qualifications

- Demonstrated leadership within the association and professional career
- Knowledge of AAOHN
- Prior experience at the local, state, regional and national level
- Prior AAOHN Board of Directors member
- Executive presence—available to members, chapters, other organizations

Personal Qualities:

- Excellent communication skills

