**Duties of Officers**

**President:**

* Shall serve as presiding officer of all regular meetings of the general membership and Executive committee and make all required appointments of standing committee Chairpersons.
* Will provide leadership related to achievement of the Forum’s goals and represent the Forum when requested.
* Will represent the NJSNA FNAP when invited by AANP at regional/national conferences and report on state regulatory and legislative issues.
* May serve on committees/attend meetings at the request of the NJSNA CEO.
* Shall have the right to appoint another member to attend conferences/meetings in his/her absence.
* Represent FNAP on JPSG
* The term of office is two years.

**President-Elect**:

* Shall assume the duties of the President in her or his absence.
* Assists the President as needed & learns the role of President during this term
* Chairperson of the Education Committee
* Coordinates the speakers and NJSNA paperwork for CNE, arranges /confirms meeting rooms and refreshments for the quarterly meetings and the APN Professional Education Day program
* The term of office is two years.
* President Elect takes the position of President when the term ends unless the candidate has resigned from the current President Elect position.

**Secretary**:

* Records the minutes of the general membership & executive committee meetings and teleconferences.
* Presents minutes to executive committee for approval
* Maintains active membership list.
* Keeps website updated with minutes, calendar of meetings, location, directions and other announcements including names and addresses of all officers and committee members/chairs immediately following their election or appointment.
* Chairperson of the Nominations committee, in the absence of a chairperson appointed by the President.
* The term of office is two years.

**Treasurer:**

* Supervises the financial affairs of the FNAP.
* Reports quarterly and annual financial statements at business meetings.
* Tracks income and expenses.
* Files appropriate tax forms.
* Chairperson of the Scholarship/Award committee
* The term of office is two years.

Committee Co-Chair

**Education Co-chair**

* Serve to assist Education Chair for all FNAP educational meetings
* Assist with CE applications.
* Will work with and under the guidance of Education chair.
* Assist with the Annual APN education day.
* Will participate in 90% of meetings pertinent to educational program preparation.
* Shall assume the duties of the Education Chair in her or his absence.