ADVANCED PRACTITIONERS FOR THE RIVER REGION

OFFICER NOMINATION FORM

Name: _____ Number of Years as an APRR Member: _____
E-Mail: _____ Telephone: (_____)_____
Position Running For:

o President (1 position):
1. Serve as the chairperson of the Executive Committee
2. Preside at all meetings, conducting by the formal order of business.
3. Coordinate with the Vice Presidents to arrange details of each regular meeting, including place, time, and speaker.
4. Serve as ex-officio member of each committee
5. Coordinate the selection of Membership and Pharmacology Committees to fill the positions of officers and committee members.

o VP Community Affairs (1 position):
1. Vice President of Community Service and Legislation: will coordinate monthly events involving community service, networking, and dinner/speaker meetings.
2. Preside at all meetings in the absence of the President.
3. Record minutes in the absence of the Secretary.
4. Serve as chairperson of the Bylaws Committee, updating and proposing changes as necessary, and schedule the speakers for the monthly meetings.

o VP Education and Technology (1 position):
1. Vice President of Education: will coordinate CEU offerings. Duties include maintaining CE records; having attendance records, evaluations, and certificates available for each program; submitting forms for CE credit; surveying the interest of the APRR group each year for topics throughout the year.
2. Preside at all meetings in the absence of the President.
3. Record minutes in the absence of the Secretary.
4. Serve as chairperson of the Bylaws Committee, updating and proposing changes as necessary, and schedule the speakers for the monthly meetings.

o Secretary (1 position):
1. Record minutes of all meetings of the APRR
2. Prepare and post on the website the notices of meeting place, time, and speaker.
3. Maintain a current membership list.
4. Maintain a Minutes Book.
5. Make copies of all documents related to correspondence and give to the President/Vice Presidents
6. The duties will be shared between the two Secretaries as designated by the President
7. Maintain the APRR website.
8. Post the RSVP information.

o Treasurer (1 position):
1. Receive dues and any other funds and deposit in the APRR bank account.
2. Pay only bills designated by the President.
3. Keep an itemized account of all receipts and disbursements.
4. Give a verbal report of monies at each meeting.

Previous leadership position(s) held as an APRR Officer and Years:
_____
_____
Previous leadership position(s) in other organizations:
_____
_____

Please include a professional picture and your bio.
***If you are nominating someone, please make sure they are aware you are nominating them and are willing to accept the nomination. ***