



Houston Area Nurse Practitioners Board of Directors Job Description:

General Expectations for All Board Members:

- All Board members must abide by HANP's bylaws.
- All Board members must sign a Board position contract upon acceptance of the position.

I. President:

The **President** conducts the office in a manner in alignment with the goals of HANP. The President's fundamental responsibility is to lead the Board of Directors in their governance of the organization. The President should be a highly motivated and active member of the organization who has served the previous year as the President-Elect. While this may be ideal, because all the HANP members are volunteers, it is not always feasible. It is essential that the President has strong leadership and communication skills and is knowledgeable about HANP governance. Upon completion of their term, the President will serve as a Past President and advisor to the Board of Directors (BOD) for one year. The President may work in collaboration with the Association Management Account Manager to accomplish his/her responsibilities.

The primary responsibilities of the President are:

- Oversee meetings of the BOD and organization, including agenda development and meeting facilitation.
- Develop future goals, annual objectives, and strategize for the organization in partnership with the BOD.
- Serve as liaison between the BOD, HANP membership, and our state nurse practitioner organization.
- Based on the annual objectives, formulate the annual budget in partnership with the BOD.
- Provide for the ongoing monitoring and evaluation of annual objectives.
- Along with the Treasurer, provide oversight for the organization's finances and ensure financial controls are in place to protect the HANP's finances from misuse or fraud.
- Ensure regular communication to the BOD and membership regarding progress toward the annual objectives of the organization.
- Work continuously with the President-Elect to provide for continuity of HANP's leadership and during Board transition time.
- Remain current on legislative activities of interest to members.