



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.

II. President-Elect:

The **President-Elect** conducts the office in a manner in alignment with the goals of HANP. The President-Elect position provides a critical learning period and allows for the individual to learn about the role and governing the organization before becoming President. It might be beneficial that the President-Elect has previously served on the BOD for a period. The responsibility of the President-Elect is to assist the President to oversee all organization operations, educational events and meetings. The President-Elect should take an active role in the events and activities to promote a sense of consistency and collaboration. The President-Elect may work in collaboration with the Association Management Account Manager to accomplish his/her responsibilities.

The primary responsibilities of the President-Elect are:

- Assist the President to oversee meetings of the Board of Directors (BOD) and organization, including agenda development and meeting facilitation.
- Provide for continuity of HANP leadership and assume the role of President in any situation where the President is unable to attend an event.
- In partnership with the BOD and members, develop the future goals and annual objectives for the entire organization.
- Serve as liaison between the BOD and the membership.
- Assist the BOD in formulating an annual budget.
- Provide for the ongoing monitoring and evaluation of annual objectives.
- Ensure regular communication with BOD and members regarding upcoming meetings, educational events and other HANP functions.
- Work with the President to develop future goals, annual objectives, and strategize for the organization in partnership with the BOD.
- Remain current on legislative activities of interest to members.
- The President-Elect is the liaison between the BOD and the Education Committee. The President-Elect is responsible as the Education Co-Chair with the objective of planning and executing the annual conference.