

Indication of Willingness to Serve
Chapter Name: _____

Please check all positions for which you are willing to serve.

I, _____, am willing to serve in the following position(s) for Fiscal Year _____ :

☐ **Nominating Committee**

Prepares a slate of one or more candidate(s) for each office and submits to the Board of Directors. The ballot is distributed by mail in May for the vote of members in May.

☐ **President:**

The President shall be the principal officer of the Chapter and shall have general supervision and control of all business and affairs of the Chapter, subject to the control of the Board of Directors. The President shall preside at all meetings of the membership and the Board of Directors, appoint all committee chairpersons except as Provided in the BYLAWS and GOVERNING PROVISIONS, serve as an ex officio member of all standing committees and perform and discharge all duties incident to the office of President and such duties as may be assigned by the Board.

☐ **President-Elect**

The President-elect shall become familiar with the duties of the President and shall succeed to the Presidency at the completion of the President's term of office.

☐ **Secretary**

Secretary shall keep or cause to be kept at the principal office of the Chapter a book of the minutes of the meetings of the Chapter and of the Board of Directors and shall give or cause to be given notice of all meetings of the Board of Directors and members in accordance with these Bylaws. The Secretary shall also keep or cause to be kept at the principal office of the Chapter the Chapter Charter Agreement, the Chapter Bylaws, and chapter membership roster, and shall in general perform all duties incident to the office of Secretary and such other duties as the Board of Directors may prescribe.

☐ **Secretary-Elect**

The Secretary-elect shall work with the Secretary during the year to become familiar with and learn about the duties and responsibilities of the Secretary, and shall succeed the Secretary at the completion of the Secretary's term of office.

☐ **Treasurer**

Treasurer, also the Chief Financial Officer, shall supervise the maintenance of all funds and securities of the Chapter and perform such other duties as may be prescribed by the Board of Directors.

☐ **Treasurer-Elect**

The Treasurer-elect shall work with the Treasurer during the year to become familiar with and learn about the chapter's finances and reporting requirements, and shall succeed the Treasurer at the completion of the Treasurer's term of office.

☐ **Board Member**

The powers of the Chapter shall be exercised by or under the direction of a Board of Directors composed of not less than three (3) members nor more than eight (8) members. Insofar as possible, members of the Board of Directors shall be elected from different institutions.

☐ **Web Master**

The chapter website is hosted by AACN and our chapter's web address is (www.aacn.org/xxxx), and was developed and will be maintained according to the template and standards of AACN. The assigned chapter email address is (xxxx.info@aacn.org). The web master is appointed by the Board of Directors.