

# **Northeast Georgia AACN 2025-2026 Chapter Leadership Information**

Submit your willingness to serve form  
by May 31st at noon to  
[audrakov@gmail.com](mailto:audrakov@gmail.com)

# President-Elect:

## President-Elect:

The President-Elect serves alongside the President in order to become familiar with the duties of the position. This learning period is critical to their success when they step into the presidential role. The President-Elect should be an active member of the chapter. It is essential that the President-Elect have strong leadership and communication skills and is knowledgeable about chapter governance.

## President-Elect Duties:

- Work collaboratively with the chapter President throughout his/her term to provide for continuity of leadership and a smooth transition for chapter leadership.
- In the absence of the President, fill in to ensure the accountabilities of the President are met, for example to facilitate a chapter meeting.

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# Secretary-Elect:

## Secretary-Elect:

The Secretary-Elect serves alongside the Secretary in order to become familiar with the duties of the position. This learning period is critical to their success when they step into the Secretary role. The Secretary-Elect should be an active member of the chapter who likes working with numbers. It is essential that the Secretary-Elect have strong leadership and communication skills and is knowledgeable about chapter governance.

## Secretary-Elect Duties:

- Work collaboratively with the Secretary throughout his/her term to provide continuity of leadership and a smooth transition for chapter leadership.
- In the absence of the Secretary, fill in to ensure the accountabilities of the Secretary are met. For example, sending meeting notices to the membership.

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# Treasurer-Elect:

## **Treasurer-Elect:**

**The Treasurer-Elect serves alongside the Treasurer in order to become familiar with the duties of the position. This learning period is critical to their success when they step into the Treasurer role. The Treasurer-Elect should be an active member of the chapter who likes working with numbers. It is essential that the Treasurer-Elect have strong leadership and communication skills and is knowledgeable about chapter governance.**

## **Treasurer-Elect Duties:**

- Work collaboratively with the Treasurer throughout his/her term to provide continuity of leadership and a smooth transition for chapter leadership.**
- In the absence of the Treasurer, fill in to ensure the accountabilities of the Treasurer are met. For example, submitting quarterly financial reports on time.**

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# Board Member:

**The Chapter Board as a Whole will:**

- **Identify the chapter's purpose and develop a yearly plan to assure the chapter's direction in the next year or longer.**
- **Collaborate effectively with chapter members in setting the chapter's direction including developing an attainable and measurable yearly plan.**
  - **Develop and evaluate measures that reflect attainment of chapter goals and objectives.**
    - **Perform an annual evaluation of the chapter's yearly plan.**
- **Engage in skillful communication and dialogue to promote effective decision-making processes.**

**In order for the Chapter Board to achieve the above function, the individual Chapter Board Member will:**

- **Prepare for and participate in board meetings, and assess the chapter's progress on its yearly plan. We strongly recommend that board members attend 75% of board meetings. Whatever your chapter decides in this regard should be document in your Chapter Bylaws.**
- **Serve as a resource in areas of personal and professional expertise in order to achieve effective planning.**

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