

President - Elect
Appalachian Chapter of Central Pennsylvania
Healthcare Financial Management Association
Updated: January, 2003



GENERAL DESCRIPTION

The President Elect shall provide support and assistance to the operation of the Chapter. He/she will serve as chair of the membership directory, by-laws, and nominating committee.

DUTIES AND RESPONSIBILITIES

GENERAL

1. Selects Committee Chairs in conjunction with outgoing President.
2. Regularly report the status of goals and objectives and committee activities at Board meetings.
3. Maintain records, checklists and other resource information to provide for effective functioning of President Elect position.
4. Assist in transition of incoming President Elect.
5. Provide to the President a one-half to one page summary yearly of Committee activities, highlights and achievement of goals and objectives, by May 30th for Annual Report.
6. Attend 75% of all Board meetings and Chapter educational events.
7. Assist in carrying out Board and Officer responsibilities to facilitate and promote effective Chapter operations.

SPECIFIC

1. Chairs By-Laws/Nominating and Membership Directory Committees.
2. Jointly responsible for planning and conducting the Chapter Mini-LTC program with the Vice President of Education
3. Assists with operation of Chapter.
4. Attends LTC for president elect duties and facilitate long range planning.
5. Ascends to President's office.
6. Presides over Chapter meetings in absence of President.
7. Attends ANI - Chapter pays reasonable expenses.
8. Attends Fall President's Meeting - Chapter pays reasonable expenses.
9. Performs special projects as requested.
10. Completes annual Membership Directory timely to meet Davis Chapter Management requirements.
11. Oversees strategic planning process to ensure completion of Member Survey.
12. Contacts assigned sponsors to promote Chapter activities and encourage continued sponsorship and maintain contact through the year as necessary.
13. Maintain responsibility for bi-annual review of the by-laws and revisions including development of language and submission to member for votes.
14. Make one five-minute presentation regarding proposed by-law changes in January or February of year as needed.

TERM One Year, elected