



## **APND AREA REPRESENTATIVE**

### **JOB DESCRIPTION**

#### **AREA WORKSHOPS & BUSINESS MEETINGS**

1. To plan and organize one (1) and assist with one (1) area workshop each year, one in the Fall and one in the Spring. Each workshop should consist of six hours of continuing education. (Terms of office to be determined by Article IV Section II of APND Bylaws.
2. Ask Vice President to post workshop brochure on APND website and email it to contact list. Area I & II Representatives work together and Area III & IV Representatives work together.
3. To conduct the area business meetings, scheduled during area workshops.
4. Area Representatives or designee from conjoining area will be responsible to take notes during the workshop meetings and submit the minutes to the Vice President to be posted on the website.
5. To assist with registration the scheduled day of area workshop.
6. Expenses for Area Representatives to attend workshops will be reimbursed at the board's discretion.

#### **CORRESPONDENCE**

1. Prepare agenda for area meeting.
2. Share speaker evaluations with other Area Representatives to be filed in APND Speaker Bureau.
3. To relay pertinent information regarding Board decisions to Area members, and obtain feedback.
4. Other mailings might include: membership list, surveys, membership cards and certificates.

#### **RECORD KEEPING**

1. To keep on file up-to-date record of income and expenses of area and send to APND Treasurer.
2. To keep Area Speakers Bureau up to date.
3. Other, which may include area workshop brochure file.

#### **ANNUAL CONVENTION DUTIES**

1. To assist APND Treasurer in collection of membership dues for the new fiscal year.
2. To assume additional duties as needed.

#### **OTHER**

1. To attend APND board meetings and contribute to decision making process.
2. To report on Area business to each APND Board meeting.
3. To assume additional duties as assigned by APND President.

Revised: 1/1992; 1995; 1/1996; 8/2008 8/2013