



APND PRESIDENT

JOB DESCRIPTION

SUPERVISION AND MANAGEMENT:

1. To schedule Executive Board meetings and convey notice with an agenda all board members.
2. To preside at Board Meetings and the Annual Business meeting.
3. To appoint member(s) to fill vacant positions for all offices, in the case of unexpired terms.
4. To appoint members to special or standing committees:
 - a. Nominating Committee
 - b. Activity of the Year
 - c. Activity Professional of the Year
 - d. Scholarship Chairperson
5. To direct affairs and efforts of association.
6. To handle correspondence with all National Organizations.
 - a. NAAP State Contact Person, if member of NAAP or appoint an appropriate individual to the position. (Please note NAAP State Contact Policy & Procedure.)
 - b. To obtain NAAP certification for various educational opportunities sponsored by APND.
7. To serve on the Long Term Care Planning Committee or appoint appropriate person to do so.

OTHER:

1. To set date for Board meetings, spring, fall, prior to annual business meeting and any special meetings.
2. To serve as a liaison between APND and regulatory agencies.
3. To attend area meetings as possible.
4. To update APND history at the end of office with a focus on accomplishments.
5. To maintain a file of all proposed changes to the APND Bylaws that were submitted to the general membership for consideration.

Revised: 1/2008

Revised: 8/2013