



## Board of Directors Job Description – **President-Elect**

**Eligibility:** AFP Advancement NW Member

**Term:** One calendar year, followed by one year as President and one year as Past President.

**Time Commitment:** Approximately 2 hour per week, depending on activities.

### **Administrative Responsibilities:**

- Work with the Executive Committee and management team to set the goals for the association in accord with the mission and vision.
- Serve as the secondary spokesperson for the association.
- Assist the Past President in Board and member recognition efforts.
- Serve as event MC in the absence of the President.
- Work with the President and the management team to assess operational issues.

### **Attendance Responsibilities:**

### **Occurrence:**

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|--|----------------|
| • Board of Directors meetings (by Zoom)    | 5-6 times/year |
| • Executive Committee meetings             | 5-6 times/year |
| • Leadership Retreat                       | Once/year      |
| • Annual Conference and other major events | 1-2 times/year |

### **Board Responsibilities:**

- Serve as an ambassador for the association to membership and the professional community, including messaging members regarding association mission and direction.
- Assist the President in leading the Board.
- Chair Board meetings if the President is unavailable.
- Participate in Board of Directors meetings as a voting member, representing interests of membership as a whole.
- Display accountability toward visioning for the association, including participating in activity planning, budget planning, activity assessment, advocacy efforts, etc.

### **Committee and Project Team Responsibilities:**

- Serve on the Committee on Directorship.
- Participate in committees and project teams as desired.