

# *Job Description for NAPNAP Special Interest Group Chair*

*All officers will serve two years or until a successor has been elected. The length of service in any position is not to exceed six years.*

*All SIG officers work with the Clinical Practice Chair of the Executive Board and the Membership Relations Specialist in the National Office.*

## **1. Chair**

Duties Include:

- A. As needed, provide agenda items that will be presented to the Executive Board via the Clinical Practice Chair at the fall and spring Executive Board Meetings.
- B. Regular communication to all SIG members with a minimum of two newsletters a year.
- C. Attend the Annual SIG Officers luncheon at the annual conference.
- D. Chair the annual SIG meeting at the conference and co-ordinate the activities of that meeting with the Membership Relations Specialist for the meeting particulars such as time, location, meeting requirements and food and beverage requests.
- E. Review SIG quarterly financial reports which are prepared quarterly by the NAPNAP National Office.
- F. Complete quarterly and annual reports on a timely basis and distribute to the Clinical Practice Chair and the Membership Relations Specialist. Reports are due as follows:
  - June 1<sup>st</sup>: Annual SIG Report for yearly activities, Annual Budget (fiscal year), SIG projected yearly goals, Annual meeting minutes and Officer List
  - October 1<sup>st</sup>: Biannual Activity Report due
  - March 1<sup>st</sup>: Biannual Activity Report due
- G. In conjunction with the other Officers, oversee the financial health of the SIG, develop the annual budget and make recommendations for fundraising and appropriate expenditures.