

Three-Year Presidential Role Description – 2024 Election

All Executive Board members accept the responsibility to participate in governance, strategic and fiduciary activities as described below to ensure the mission and success of the association.

Leadership responsibilities

- Collaborate with fellow board members and organization volunteers to determine and support the organization's mission, vision and values.
- Adopt a strategic plan and revise every three – five years.
- Adopt an annual budget and ensure it adequately reflects the organization's priorities.
- Provide leadership and communicate the organization's mission, vision and values to volunteers, and internal and external stakeholders.
- Take an active role in recruiting and mentoring new leaders throughout all levels of the organization.

Board operations

- Focus on governance and outward-facing health policy, public statements, position statements and research agendas of the organization.
- Help maintain clear roles and responsibilities between the board and the senior staff executive (SSE).
- Monitor and update, as needed, committee structure to meet current and future organizational needs
- Recruit, orient and mentor new board members.
- Conduct regular self-evaluations and performance evaluations of the board as a whole.
- Actively monitor board skill sets and identify needs for future candidate recruiting.
- Attend monthly conference calls as scheduled and up to three in-person board meetings per year.
- Thoroughly prepare for each board meeting.

Ensure resources

- Provide policy-level support so staff can develop new and strengthen existing revenue streams.
- Provide personal support of the organization's revenue growth efforts by visiting conference exhibitors and consulting with SSE on sponsorship opportunities and similar corporate fundraising arrangements.
- Enhance the organization's public standing and awareness with external stakeholders.
- Ensure that the board's composition reflects the strategic needs of the organization.

Provide oversight

- Ensure that proper procedures and policies are in place for financial and legal oversight and to protect the non-profit standing of the organization. These are fiduciary responsibilities.
- Ensure that the organization's auditor and legal counsel are chosen by the Executive Board and that they provide their reports directly to the board through the president. The day-to-day operations of these consultants are managed by the SSE.
- Ensure that the organization has adequate risk management policies and plans in place that protect the Executive Board, volunteers, organization and staff.
- Monitor conflict of interest policy and disclosure process for board members, volunteers and SSE, and ensures a process whereby all conflicts can be easily reported and resolved.
- Adopt a confidentiality policy to protect proprietary and other information as appropriate.
- Ensure legal and ethical integrity and maintain accountability to all stakeholders.
- Support the SSE and assesses their performance regularly.

Year 1 - President-elect

In addition to the above over-arching duties of all Executive Board members, the president-elect shall perform the duties of the office of president in the absence of the president or in the president's inability to act. When so acting, the president-elect shall have all the powers of, and be subject to, all restrictions placed upon the president.

Unique duties of the president-elect:

1. In the absence of the president, presides over the meetings of the association.
2. Serves as a voting member of the Executive Committee and the Executive Board.
3. Serves as a director of NAPNAP Partners for Vulnerable Youth.
4. Participates in leadership development opportunities in preparation for role as president. The president-elect does not serve on any awards selection panels.
5. Participates on the following standing committees and other committees or workgroups as appointed by the president:
 - a. Executive Committee
 - b. Finance Committee
 - c. Health Policy Committee
 - d. Annual evaluation of the SSE
 - e. Strategic Planning Committee (when convened)
6. Liaison to the NAPNAP Foundation and the Association of Faculties of Pediatric Nurse Practitioners (AFPNP)
7. Appoints members to committee chairs, liaisons, representatives to workgroups and task forces, and committees for the year of presidency.
8. Serves as a role model and provides positive mentoring experiences for potential future NAPNAP leaders.

Note, the Executive Committee comprises the president, president-elect, immediate past president, secretary and treasurer. The Executive Committee meets as needed to act on behalf of the Executive Board to address time-sensitive issues.

Given the nature of the president-elect position, the estimated monthly time commitment is approximately 20-40 hours; some months may be busier than others. This includes conference calls with the SSE, Executive Committee, Executive Board and/or various committees, as well as frequent email and document review. The president-elect may represent the association at multi-day external meetings and conferences. NAPNAP pays for all reasonable expenses related to the president-elect's pre-approved travel.

For their service to the association, the president-elect will receive an annual stipend as approved in the annual budget. All stipends require a signed agreement between the officer and NAPNAP. The stipends paid on/about the 15th day of the last month of each quarter. The stipend amount for 2022-2023 was \$12,000.

Year 2 - President

In addition to the above over-arching duties of all Executive Board members, the president shall be the chief elected officer of the association. The president shall preside at meetings of both the membership and the board, shall implement such parliamentary rules as are necessary, and serve as the official spokesperson for the association. The president shall appoint all committee members and chairpersons; serve as an ex-officio member of all committees except the Nominations Committee; and perform and discharge all duties incident to the office of president and such other duties as may be assigned by the Executive Board.

Unique duties of the president:

1. Holds ultimate accountability for financial and strategic decisions made by association board and staff.
2. Serves as a voting member of the Executive Board in case of a tie and as a voting member of the Executive Committee.
3. Serves as president of NAPNAP Partners for Vulnerable Youth.
4. Serves as NAPNAP official spokesperson and representative/liaison to other organizations and associations. Represents NAPNAP at *Journal of Pediatric Health Care* (JPHC) Fall Editorial Advisory Meeting.
5. Approves the agendas, presides over and approves the final draft of all meeting minutes of the Executive Board and the association including but not limited to:
 - Executive Committee
 - Conference call meetings
 - General sessions of the Executive Board
 - Executive sessions of the Executive Board
 - Annual Business Meeting of the association
 - New board orientation meeting
6. Participates on the following standing committees and other committees or task forces:
 - Executive Committee
 - Finance Committee
 - Health Policy Committee
 - Annual evaluation of the SSE
 - Strategic Planning Committee (when convened)
7. Convenes the Executive Committee in situations that call for immediate action. The Executive Committee, comprised of the president, president-elect, immediate past president, secretary, and treasurer, meets as needed to act on behalf of the Executive Board to address time sensitive issues. See Executive Board & Executive Committee (page 8) for more detail.
8. Accountable for ensuring appropriate application of policies and procedures to decisions made by the Executive Board and Executive Committee.
9. Selects or approves chairpersons and members for all Executive Board workgroups (short term, without board approval) and NAPNAP representatives and liaisons with other organizations. Outlines the purposes and duties of the workgroups and committees and monitors their progress. Works in conjunction with SSE or designated staff.
10. Determines the appropriateness of NAPNAP involvement with nursing and other organizations and approves related activities including legislative actions, endorsements, and requests for support.
11. Serves as an ex-officio member of all standing committees, task forces and workgroups, except Nominations Committee.

12. Orients and mentors the president-elect:
 - Agrees to an orientation process for the president-elect at the annual orientation meeting.
 - Includes president-elect in all major activities during year as president.
 - Encourages president-elect to take a leadership role within the organization.
 - Maintains ongoing communication with the president-elect through presidents' conference calls and other usual exchanges by email and in person.
13. Provides the Executive Board with regular updates on association activities as needed to maintain open and effective communication among board members, the general membership, and all other associations.
14. Responds to all correspondence that requires the president's attention.
15. Provides a bi-monthly "President's Message" for the *Journal of Pediatric Health Care*.
16. Serves as a role model and provides positive mentoring experiences for potential future NAPNAP leaders.
17. Involved in select contract and project negotiations with industry and professional organizations as needed by the SSE
18. Approves recommendations of government affairs representative and health policy chair to sign on/or support legislation.

Given the nature of the presidency, the estimated monthly time commitment is approximately 30-40 hours; some months will be busier than others. This includes conference calls with the SSE, Executive Committee, Executive Board and/or various committees and workgroups, as well as daily email and document review. The president may represent the association at several multi-day external meetings and conferences. NAPNAP pays for all reasonable expenses related to the president's pre-approved travel.

For their service to the association, the president will receive an annual stipend as approved in the annual budget. All stipends require a signed agreement between the officer and NAPNAP. The stipends paid on/about the 15th day of the last month of each quarter. The stipend amount for 2022-2023 was \$26,000.

Year 3 - Immediate Past President

In addition to the above over-arching duties of all Executive Board members, the immediate past president shall remain active in the planning and implementation of Executive Board activities in committee and other work as designated by the president. They may provide consultation in other areas as determined by the needs of the association.

Unique duties of the immediate past president:

1. Serves as a voting member of the Executive Committee and the Executive Board.
2. Serves as a director of NAPNAP Partners for Vulnerable Youth.
3. Serves as advisor to the president and other Executive Board members upon request.
4. Chairs the following committees:
 - The Bylaws Committee (when convened).
 - Nominations Committee - the duties and responsibilities of this committee are stated in the bylaws, article VII.
4. Serves as chair of the awards selection panels responsible for the selection and review of NAPNAP awards including:
 - Henry K. Silver Award – awarded yearly.
 - Loretta C. Ford Distinguished Fellow Award - awarded yearly.
5. Participates on the following standing committees:
 - Executive Committee.
 - Finance Committee.
 - Health Policy Committee.
6. Oversees the annual Executive Board nominations and election process:
 - Recruits and evaluates candidates.
 - Communicates with candidates, as needed.
 - Works with staff liaison on election timeline, communications and voting site development, as needed.
 - Approves all election correspondence to members.
 - Coordinates the introduction of candidates at the national conference.
7. Serves as a role model and provides positive mentoring experiences for potential future NAPNAP leaders.
8. Leads the Executive Board in the annual evaluation of the SSE.

Note, the Executive Committee is comprised of the president, president-elect, immediate past president, secretary and treasurer. The Executive Committee meets as needed to act on behalf of the Executive Board to address time-sensitive issues.

Given the nature of the immediate past president position, the estimated monthly time commitment is approximately 15-20 hours; some months may be busier than others. This includes conference calls with the SSE, Executive Committee, Executive Board and/or various committees, as well as email and document review. NAPNAP covers all reasonable expenses related to the immediate past president's pre-approved travel.

For their service to the association, the immediate past president will receive an annual stipend as approved in the annual budget. All stipends require a signed agreement between the officer and NAPNAP. The stipends paid on/about the 15th day of the last month of each quarter. The stipend amount for 2022-2023 was \$12,000.