

American Association of Critical Care Nurses
Greater Cincinnati Chapter

Position Description: President

Term of Office:

The President is a one (1) year elected position beginning July 1 in the year of the election and ending June 30 of the following year. Prior to this term, the President serves a one (1) year term as President-Elect.

Position Description:

The President is the Chief Executive Officer of the organization and has general control over all business and affairs of the organization. The President will implement policy established by the members.

Responsibilities:

The President will:

1. Preside at business and special chapter meetings.
2. Preside at Board Meetings.
3. Appoint non-elected committee chairpersons.
4. Authorize the formation of ad hoc committees.
5. Insure adherence of the policies and procedures of the chapter and the bylaws of the national organization.
6. Execute or delegate appropriate representation for all notes, contracts, or agreements authorized by the members.
7. Serve as an ex-officio member of all committees.
8. Provide leadership to establish objectives for the organization.
9. Provide leadership to motivate members in the pursuit of the goals and objectives of the organization.
10. Provide management to plan, direct, implement, and evaluate the activities of the organization, including development of the strategic plan and fiscal accountability.
11. Submit bi-annual reports to the national office and the regional advisor.
12. Disseminate information from the national office and the regional advisor.
13. Consult with the regional advisor on behalf of the chapter.
14. Discharge other duties as assigned by the membership.
15. Ensure charter renewal application from national is completed each year.
16. Communicate with members regularly via the newsletter.
17. Request nominees for the "Chapter Member of the Year Award" by March 31st with a deadline at the last educational meeting of the fiscal year.
18. Ensure that an appropriate filing system is maintained for minutes of all committees submitted by committee chairpersons for the previous five years.

Approximate Time Requirement:

8-9 hours per month (including above responsibilities & attendance at meetings & workshops/conferences)

Approved 6/94

Updated 5/97, 6/2000, 4/2005, 8/2007