1.22 BOARD ROLE DESCRIPTION:
President-Elect/Chairman-Elect

TITLE: President-Elect/Chairman-Elect

REPORTS TO: President/Chairman

DESCRIPTION: Member of the board for one year immediately followed by one year terms
each of President and Immediate Past President. All board terms start January 1st.

PURPOSE: Plays various leadership roles within IAFN, assists the President/Chairman in
fulfilling the mission of the organization, and acts in the President/Chairman’s place in his/her
absence. All members of the Board shall seek to understand, uphold, and support the bylaws,
mission, strategic plan, policies, and procedures of IAFN.

RESPONSIBILITIES
1. Attend all Board Meetings, or at least a minimum of 75%.
2. Serves as Board Liaison to assigned committees.
   a. Act as a liaison between the Board and Committee by representing the
      Board at their Committee meetings and represents the Committee at Board
      meetings.
   b. Function in an advisory role and outside of the operational structure and
      process of the group(s).
   c. Communicate a minimum of two (2) times per year, via letter, e-mail or
      telephone. Recommend communication with chair prior to Board meetings.
   d. Attend committee meetings unless in conflict with priority Board
      responsibilities. Provide update to members of Board activity and/or
      decision.
   e. Advise concerning appropriate process regarding any governance issues.
   f. Serve as a resource person to facilitate consistency with IAFN's mission,
      vision and strategic plan.
   g. Identify potential leaders.
3. Carry out special assignments as requested by the Board and/or
   President/Chairman.
4. Understand the responsibilities of the President and be able to perform these
   duties by presiding in the President’s absence.
5. Stays alert to community and member concerns that may impact the association
   and share them with the Board.
6. Participate in long-range and short-range planning and review through the
   strategic planning process.
7. Be aware of, identify and disclose any potential conflicts of interest.
8. In conjunction with the CEO and current President, makes rapid decisions about
time-sensitive requests to add the organization as a supporter (sign-on) in letters
(typically related to public policy), statements and reports.

**TIME COMMITMENT:**

1. Approximately 2-5 hours a week, depending on activities.
2. Attend 8-12 meetings held per year: schedule to be determined annually with
   Board consensus. Monthly Board Meetings are generally held via teleconference
   and last no more than two hours.
3. Other representative travel as deemed appropriate to meet or further the goals
   identified by the Board of Directors.
4. Board Liaison Committee work - 1-3 hours per month or as decided by the
   committee.
5. Participate in orientation for new Board members.
6. Participate in the annual Board retreat, lobby day and in the annual meeting.
   a. Annual Strategic Planning retreat – 2.5 days in Feb/Mar time period.
   b. Scientific Assembly/Annual meeting - 1 week in Sept/Oct.
7. Attend local IAFN Chapter meetings as needed.
8. Provide an educational service (e.g. author an article or present for IAFN) at no
   cost to IAFN per term.
9. Other meetings as requested and/or approved by the President.

**QUALIFICATIONS:**

1. Ability to meet the increased Time Commitment needed as President/
2. Active IAFN service and commitment to organization.
3. Ability to manage many priorities at once.
4. Communications and/or public speaking experience/
5. Employer support to the extent that business may be conducted during the work
day.
6. Ability to listen well and provide a forum for productive dialogue, with
   contributions on all sides of an issue.
7. Ability to tackle difficult decisions with honesty and integrity.
8. Enthusiasm for the job; sensitive to the role and needs of staff, and inspired to
   achieve the organization’s full potential. A desire to be innovative.
9. Must be willing to devote the necessary time. Understand the need for
   accountability and responsiveness.
10. Ability to think globally.