

President-Elect - Job Description

The President-elect of KyANA will succeed to the office of President at the conclusion of the President's term. The President-elect shall perform the duties of the President in the event the President is unable or refuses to act. In the event that the President-elect is elevated to KyANA President, the President-elect shall serve the remaining Presidential term and also serve the one year normal term as KyANA President.

DUTIES:

1. Attend membership meetings held in the spring and fall of each year.
2. Attend, when able, a least one AANA Meeting per year (Annual Congress, Mid-Year Assembly, Fall Leadership Academy) See Travel Reimbursement Policy
3. Assist the President in day to day operations as designated by the President.
4. Serve as a voting member of the KyANA Board of Directors and attend and participate in all meetings of the Board.
5. Upon request, assist all officers in performing their responsibilities.

TIME COMMITMENT:

- The Board meets quarterly in the fall, winter, spring and summer. Meetings last approximately three (3) hours.
- The Fall and Spring Board Meetings are held in conjunction with the KyANA meetings. The Fall Meeting is two and a half (2.5) days and Spring Meeting is one and a half (1.5) days (see travel reimbursement policy). The Winter and Summer Board Meetings are usually held on a weekend day.
- On months without quarterly Board meetings there will be a one-hour conference call. A one-day (weekend) planning retreat may be conducted on an annual basis.

The President-Elect is eligible to attend AANA Annual Congress, Mid-Year Assembly, or Fall Leadership Academy per the travel reimbursement policy.