

Section: Job Responsibility

Number: 101-02.5

Subject: Elected District Director

Origin Date: 10/97

Reports to: Executive Committee and BOD

Purpose: Represent the general membership of assigned district of the association as an elected member of the BOD.

Role & Responsibility:

1. Maintains personal membership in ASPAN/SCAPAN
2. Works with executive committee to execute and administer affairs of association
3. Advices BOD of feedback, needs, and concerns of general membership of assigned district. Submits appropriate agenda items for discussion and consideration.
4. Serves as advisor, facilitator to district officers..
5. Communicates SCAPAN information/activities to general membership and districts.
6. Assumes primary (e.g. chair or co-chair) or secondary (e.g. member) responsibility for one of the following committees: Education/Research; Membership/Marketing; Bylaws/Policy & Procedure; Communications (Web Site / Newsletter); Finance; Government Affairs/Professional Liaison; Nominations
7. Attends all BOD meetings, unless excused by President. Submits agenda items and or motions or committee reports. (Is expected to attend a minimum of 75% BOD meetings.)
8. Performs duties as assigned.
9. Works with a mentor in the 1st year of term – committees, programs, etc., whenever possible
10. Serves as a mentor in their 2nd year of term and any subsequent terms to a newly elected director.
11. Maintain documentation of all activities and passes on to successor.

Revised 7/02; 4/06 ; 3/07; 9/09; 6/11