

Section: Job Responsibility

Number: 101-02.5

Subject: Elected District Director

Date: March 2009

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: Maintains personal membership in ASPAN/SCAPAN

1. Works with executive committee to execute and administer affairs of association
2. Advices BOD of feedback, needs, and concerns of general membership of assigned district. Submits appropriate agenda items for discussion and consideration.
3. Serves as advisor, facilitator to district officers of assigned district. Maintains an up to date log of all district officers.
4. Communicates SCAPAN information/activities to general membership and districts.
5. 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	
6. 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.)
7. Performs duties as assigned.
8. Works with a mentor in the 1st year of term – committees, programs, etc.
9. Serves as a mentor in their 2nd year of term and any subsequent terms to a newly elected director.
10. Maintains an up to date BOD manual, passing on to successor.

Original 10/97

Revised 07/02 4/06

Reviewed 03/09