# NAON Elected Leadership Candidate Information

## Roles & Responsibilities of Elected Positions

The **Executive Board** consists of the President, President-Elect, Secretary, Treasurer, five Directors and the Immediate Past President. Some travel is required to attend meetings and NAON’s Annual Congress. Additional responsibilities are outlined below and in the position policies. Expenses for travel are reimbursed according to policy. Stipends are provided to the President and President-Elect to assist with expenses related to the responsibilities of the position.

DIRECTOR

*Refer to policy 3.6 Director Role Description for specific expectations of this position:*

* Term: 3 years
* Approximately 4-8 hours weekly time commitment
* Represents members during decision-making and through guidance of the Association
* Web access (Internet plus active e-mail) is mandatory for primary communication among Executive Board members, review of documents, communication with committees, etc.
* Assumes responsibilities as designated by the Executive Board
  + Board Liaison to committee, task force, contract employee, or other group
  + Chairperson of task force or special committee, or other group

SECRETARY

*Refer to policy 3.7 Secretary Role Description for specific expectations of this position****:***

* Term: 3 years
* Approximately 4-8 hours weekly time commitment
* Records and reviews minutes of Annual Business Meeting, Executive Board meetings and conference calls
* Maintains knowledge and understanding of NAON Bylaws, Policies, and Procedures.
* Maintains Parliamentary procedure according to Robert’s Rules of Order
* Observes deadlines closely
* Web access (Internet plus active e-mail) is mandatory for primary communication among Executive Board members, review of documents, communication with committees, etc.

TREASURER

*Refer to policy 3.8 Treasurer Role Description for specific expectations of this position:*

* Term: 3 years
* Approximately 4-8 hours weekly time commitment
* Understands and has knowledge of financial management, budget preparation, excel spreadsheets and contract review
* In collaboration with NAON management firm understands financial aspects of the Association
* Participates in monthly review of Financial Statement with Finance Council
* Attends annual Finance Council meeting
* Presents financial reports at Executive Board meetings and Annual Business Meeting
* Web access (Internet plus active e-mail) is mandatory for primary communication among Executive Board members, review of documents, communication with committees, etc.

PRESIDENT-ELECT

*(Beginning of a 3-year term on the Executive Board with one year spent as President-Elect, one year as President, one year as Immediate Past President)*

*Refer to policy 3.5 President-Elect Role Description for specific expectations of this position:*

* Term: succeeds to President, Immediate Past President, 3 year total
* Approximately 10-15 hours weekly time commitment
* Participates in weekly conference calls with President and Executive Director
* Prepared to meet challenges of the learning curve and enhance skill set needed to lead the Executive Board
* Participates in monthly review of Financial Statement with Finance Council
* Attends annual Finance Council meeting
* Additional travel required to attend meetings in preparation for assuming the Presidency
* Web access (Internet plus active e-mail) is mandatory for primary communication among Executive Board members, review of documents, communication with committees, etc.

PRESIDENT

*(Second year of three year term)*

*Refer to policy 3.4 President Role Description for specific expectations of this position:*

* Approximately 20-25 hours weekly time commitment
* Serves as the Association’s official representative at national meetings
* Prepares “President’s Message” for NAON publications
* Leads Executive Board using conflict resolution skills, approaches group as interdisciplinary team, leads decision-making
* Understands budget process and remains fiscally responsible
* Participates in weekly conference calls with President-Elect and Executive Director
* Participates in monthly review of Financial Statement with Finance Council
* Attends annual Finance Council meeting
* Additional travel is occasionally required
* Web access (Internet plus active e-mail) is mandatory for primary communication among Executive Board members, review of documents, communication with committees, etc.

IMMEDIATE PAST PRESIDENT

*(Final year of three year term)*

*Refer to policy 3.3 Immediate Past President Role Description for specific expectations of this position:*

* Approximately 5-10 hours weekly time commitment
* Acts as advisor to the Executive Board
* Assumes responsibilities as designated by the Executive Board
  + Board Liaison to committee(s), task force(s), and/or contract employee(s)
  + May be asked to serve as chairperson of task force or special committee
* Serves as voting member of LSC and liaison for LSC to Executive Board
* Participates in monthly review of Financial Statement with Finance Council
* Attends annual Finance Council meeting
* Additional travel may be required
* Web access (Internet plus active e-mail) is mandatory for primary communication among Executive Board members, review of documents, communication with committees, etc.