



**Position Title:** President-Elect

**Duties Statement:** Serves as a member of the Executive Committee, Finance Committee, Board of Directors, and as a non-voting ex-officio member of all standing committees and ad hoc bodies of the FSHP Board. Perform the duties of the President in the President's absence. Monitors progress of components and individuals in addressing issues identified and charges assigned from the Board of Directors. Succeeds to the offices of President and Chair of the Board.

**Required Experience:** Must be an FSHP Member in good standing, and have completed at least one full term of previous experience on the FSHP Board of Directors. Exceptions must be approved by the Board of Directors.

**Definition:** Three years (elected from membership; progresses to the Office of President after one year and Immediate Past President thereafter for one year). The President-Elect will be installed at the first Board meeting following the election.

**Key Points/ Expectations:**

Preparation for Board activities and communication with members is expected. Time commitment may be variable, but on average may take 1-2-hours per week. Participation in scheduled and ad hoc Board of Directors' meetings is expected. Attendance at Annual Meeting, and other FSHP meetings is desirable. The FSHP Board of Directors can expect to spend a minimum of nine days attending FSHP related meetings. An additional two to three days could be spent in additional activities if scheduling permits. With the acceptance of this position, at least 75% participation is required. This includes virtual and in person meetings. At the start of a President's annual term in August, the number of potential meetings will be presented and approved by the FSHP Board of Directors. By mid-term, Board members will be evaluated if they have not participated in at least 50% of Board meetings or other responsibilities. Should a situation arise where a Board member can no longer commit, a majority vote of the Board is required to dismiss Board members. Official documentation stating the dismissal agreed upon by both parties will be required upon Board vote. Section 4.1.4 of the FSHP Bylaws outlines the procedure to fill vacant Board seats. Vacant seats can arise from resignation and/or dismissal by a vote of the FSHP Board of Directors.

**RESPONSIBILITIES:**

- Develops knowledge and understanding of the duties and responsibilities of the President.
- Keeps abreast of current Society activities.
- Develops goals and objectives for upcoming term as President.
- Develops knowledge of the Bylaws, Policies and Strategic Plan of the Society.
- Performs the duties of the President when the President is unable to do so.
- Assumes other responsibilities as directed by the President.
- Works with Directors to prepare Component appointments and charges for Board of Directors approval or implementation during term of Presidency.
- Prepares goals and objectives in concert with Directors, Directors-Elect and President;

identifying areas to emphasize over the coming term.

- Prepares an installation address for presentation at the Annual Meeting.
- Communicates with the membership and the public on the activities and positions of FSHP.

**ASSIGNMENTS:**

- FSHP Executive Committee (Member)
- FSHP Finance Committee (Member)
- ASHP House of Delegates (Delegate for two terms)
- FSHP House of Delegates (Delegate)
- Collaborate with other Associations as assigned by the Board of Directors or Bylaws

**Reference Documents:** II. FSHP Board of Directors Policy