

Board of Directors – Job Description

Position Title: President Elect

The role of President Elect was developed as part of the Apra Canada President's succession planning, specifically to avoid a situation in which a board of directors is elected and none with to serve in the role of President. The President Elect will serve a one-year term as an orientation for the upcoming year as President.

The President Elect shall perform the duties of President in the event of the President's inability or refusal to serve. In the event there is no President-Elect on the board, the VP/Treasurer will assume the role.

Upon the completion of the term of the incumbent President, the President Elect will assume the office of the President for a two-year term.

Roles & Responsibilities

The President Elect closely shadows and monitors the work of the President in order to be well-informed and aware of Association business and activities for the President Elect assumes the duties of the President.

Specific accountabilities:

- Participates in, leads and/or monitors the work and activities of select Board Committees and/or Task Forces.
- Provides guidance, mentors, advises and/or supports Board and committee members, especially those who are new to their roles.
- Assists the President in implementing effective and efficient Board policies, procedures, roles and structures.
- Works with the President to develop Board meeting and General Meeting schedules and agendas, presentations, and work plans related to chapter's strategic plan.
- Communicates regularly with the President, Board of Directors and committee members.
- Monitors activities related to, and opportunities for, building new strategic alliances and programs with Apra International, peers, and allied organizations, taking an active role in facilitating and managing these relationships on behalf of Apra Canada and the Board of Directors.
- Performs other duties as may be assigned by the President and/or Board of Directors from time to time, including special projects.

Key Internal Collaboration

Since this position serves to prepare an individual to be President, the President Elect will have the opportunity to interact with internal stakeholders such as Apra Canada Board and committee members, and all Apra Canada members. The President Elect will also interact with external stakeholders interested in Apra Canada.

- The President Elect must be able to respond in a professional and timely matter to any internal inquiries and operations which may directly or indirectly affect Apra Canada and its activities.
- The President Elect must communicate regularly with the Executive Officers (President, Vice President/Treasurer and Secretary) to ensure Association operations are running smoothly.

Key External Collaboration

Similar to the role of President, and in preparation for taking on this role, the President-Elect will collaborate with external stakeholders as a representative of the association.

Apra Canada Conference support

The President Elect will collaborate with the President to ensure the conference is supported, including participating in the conference committee and planning activities.

Workload

The workload for the President Elect is consistent and approximately 3-5 hours per month, including time spent on Board calls, committee calls, and working with the President to prepare for meetings and various projects. As well, the President Elect is expected to participate in Apra Canada conferences and professional development sessions throughout the year. This includes presentations and volunteering, in addition to attendance.

Skills

The person holding the position of President Elect should:

- Be an active member in the Apra Canada community.
- Have extensive experience in the prospect research, prospect development, and fundraising fields.
- Be a positive mentor for others within the research community.
- Be able to manage Apra Canada with work/life activities.
- Be professional in the advocacy of Apra Canada.
- Demonstrate a participative leadership style.
- Demonstrate a commitment to diversity, inclusion, equity, transparent, and advocacy both within Apra Canada and externally when acting on behalf of the association.
- Be willing to dedicate the time and passion to the Association.
- Be a positive role model for other potential volunteers and Association members.