

Chair

Duties

- Schedule Steering Committee meetings.
- Prepare agendas for distribution on Member Bridge before the meetings.
- Preside over meetings of the Steering Committee.
- Submit a summary/minutes of each meeting to councilsupport@apna.org for posting on Member Bridge.
- Prepare the council's activity report for inclusion in the APNA Annual Report.
- Participate in conference calls with council chairs held in January, May and September each year. Be prepared to give an update on council activities and to submit a copy of this update to councilsupport@apna.org before the call.
- Coordinate the council's meeting at the APNA Annual Conference.
- Continually identify potential candidates to serve as a successor.
- Facilitate ongoing dialogue and environmental scans via the council's advisory panel and steering committee communities on Member Bridge
- Perform other duties as consistent with the efficient management of the advisory panel and steering committee.

Term

Appointed by the APNA Board of Directors to a three-year renewable term.

Qualities, skills and knowledge

A good chairperson will:

- Listen, analyze, think strategically and creatively, and work well with people individually and in a group
- Prepare for, attend, and participate in council meetings (including conference calls), ask questions, take responsibility, follow through on given assignments
- Facilitate discussions face-to-face and through electronic means among a large body
- Have sound knowledge of the organization's work
- Speak clearly and succinctly
- Show interest in members' diverse viewpoints
- Be sensitive to the feelings of members
- Be impartial and objective
- Start and finish meetings on time
- Be approachable
- Be tactful
- Be a good delegator
- Be a good strategist
- Be a strong networker
- Be a good team builder
- Respect confidences

Associate Chair

Duties

- Attend Steering Committee meetings.
- Run meetings in the absence of the Council Chair.
- Fulfills the duties of the chair in the absence of the chair.
- Work as a partner with the Council Chair to ensure that the council's goals are met.
- Fulfills functions assigned by the Council Chair.
- Continually look for potential candidates to serve as a successor.
- Support chair in facilitation of ongoing dialogue on council's Member Bridge communities
- Perform other duties as consistent with the efficient management of the council.

Qualities, skills and knowledge

See listing for Chair position.

Term

Appointed by the APNA Board of Directors to a three-year renewable term.