

**KAFP BOARD OF DIRECTORS
JOB DESCRIPTION
PRESIDENT-ELECT**

BASIC FUNCTIONS

- The president-elect's term of office primarily serves as a year of training prior to ascending to president.
- The president-elect's most important function is to be prepared to assume the presidency in the event of total disability or death of the president, thereby assuring continuity of the office. Therefore, they must know the management of the Academy and be sympathetic with, and supportive of, the aims and objectives of the president. These skills will be improved and perfected by attendance at as many Academy functions as possible.
- The president-elect must get to know the officers and management techniques of other state chapters.
- The president-elect serves as a member of the executive committee.
- The president-elect shall be kept informed of all activities and correspondence of the Academy.

DUTIES, RESPONSIBILITIES AND AUTHORITY

- Steps in for the president in their absence.
- As a member of the executive committee, the president-elect is responsible for reviewing current, and drafting new, KAFP policies and governance practices.
- Works to understand the roles and responsibilities of the president.
- The president-elect attends bi-weekly meetings with the president, immediate past president and CEO.
- The president-elect is the board representative of the education committee and any special CME work group(s).
- Externally, the president-elect attends Multi-state, ACLF and FMAS.
- Ensures the organization continues its focus on the resonating themes of innovation, financial sustainability and diversity, equity and inclusion.
- Informing the board of all actual and potential conflicts of interest relating to the general purposes and activities of the organization and to specific issues before the board.

QUALIFICATIONS AND TERM OF OFFICE

- The president-elect must be an active member of KAFP in good standing and is elected by the members.
- The president-elect must have two years of prior board service.
- The leadership development committee will consider nominees with appropriate relevant experience.
- Preferred experience and comprehension:
 - Organizational bylaws
 - Aptitude for organization
 - Strategic planning
- Elected by a vote of the membership, the term of office is one year, of a three-year commitment, as the position automatically succeeds to president and then past president.

TIME COMMITMENT

The president-elect has many time-consuming demands from conducting Academy business, resulting in approximately six to eight hours of time per month. Additionally, it is expected the president-elect will attend all KAFP conferences and any other meetings or conferences as requested.

EXPECTATIONS

It is expected of all board members to attend and actively participate in board meetings. This includes coming to meetings prepared, having reviewed the meeting materials in advance.

It is further expected of all board members to participate in and promptly respond to communication from the CEO and other board members when conducting Academy business outside of board meetings.

Further, it is expected each board member will contribute in some way to the KAFP Foundation. Contributions come in many forms including financial donations, in-kind gifts or making introductions to potential donors or partners.

KAFP board members have fiduciary responsibilities as well and are expected to uphold them. Fiduciary duty requires board members to stay objective, unselfish, responsible, honest, trustworthy and efficient. Board members serve as stewards of the Academy and must always act for the good of the organization, rather than for the benefit of themselves.