

## **American Association of Liaisons (AAPL) Board of Directors Nominating Process**

### **Guidelines:**

The applicant submission process shall be March 1- April 15 of each year. The candidates proposed by the Nominating Committee for the AAPL Board, will be notified of this nomination by May 15. Upon the election process closing, an email notification to all AAPL members will announce the proposed slate of officers.

As stated in the Bylaws of AAPL, if elected to the AAPL Board, Article V, Section 6 states that board members shall be restricted to one per healthcare system and one per state at any given time. It is further understood in Article V, Section 7 that your attendance is required at called AAPL Board Meetings.

### **Criteria for Nomination:**

- Minimum of 2 consecutive years as a member of AAPL in good standing
- Attendance at the Annual AAPL conferences
- AAPL Bylaws have been read, understood and will be strictly enforced
- Available to participate in teleconference board meetings as required occurring no less than 3 to 4 times per year
- Time requirement to fulfill board responsibilities is supported by respective facility

### **Board position of interest:**

It is noted as stated in the AAPL Bylaws, that all officers shall serve a total term of three years.

**President:** The President shall preside at all meetings of the Association and the Board of Directors at which he or she is present. The President shall have general charge and supervision of the business of the Association, and may sign and execute, in the name of the Association, all authorized contracts or other instruments on behalf of the Association. The President shall be empowered to appoint Committee Members and chairpersons, and to call meetings of the Executive Committee, the Board of Directors, and the AAPL membership. The President shall have primary responsibility for public relations. The President shall serve as chairperson of the Executive Committee and as an ex-officio member of all committees.

**Secretary:** The Secretary shall be responsible for keeping accurate records of the proceedings of all meetings of the Association. The Secretary shall serve all notices in due time and order to the membership, and be the official custodian of all matters of record. The Secretary shall maintain a current copy of the bylaws and a current membership list. The Secretary shall present to the Board of Directors all communications and shall attend to all correspondence of the Association under the direction of the President.

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**Treasurer:** The Treasurer shall have charge and custody of all funds and securities of the Association and shall insure that proper deposits are made in the name of AAPL. The Treasurer shall keep and maintain adequate accounts of all business transactions including assets, liabilities, receipts and disbursements. The Treasurer shall prepare and present a financial report at meetings of the Board of Directors and at the annual meeting of the members. The term of the Treasurer shall be two consecutive years.

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**Historian:** The Historian shall serve on the AAPL Board and will assume responsibility for the collection of all historical data. The term of Historian shall be for two consecutive years.

**At large board member:** Four at large board member positions will serve on the AAPL Board. It is understood that chairing a committee will be one of the responsibilities of this position.

### **Why do you desire to serve?**

**Please prepare a document of 250-500 words outlining your qualifications for the desired board position. Include in this document locations of the Annual AAPL Conferences you have attended as well as any endeavors you wish to pursue if selected to serve by the Nominating Committee of AAPL.**

**References should be available upon request.**