

Open APHA Leadership Position – President-Elect

- Description:** The president is the Association’s chief elected officer. For three years as president-elect, president, and immediate past president, she/he serves as an ex officio voting member of the Governing Council, the Executive Board and its Executive Committee. The president is a member of the Nominating Committee for Association Officers, and the president-elect serves as chair of the Executive Board’s leadership appointment effort (i.e. process for designating members to serve on various Association boards and committees).
- The president-elect appoints the chair of the Action Board and chooses its members from among names submitted by the Sections. The president also makes certain designations and performs other functions that the APHA Bylaws specify. The president does not preside over affairs of the Governing Council, the Executive Board, or the Association staff; these roles are filled by the Governing Council speaker, the Board chair and the executive director, respectively. Serving in the capacity as president-elect, president and immediate past president requires a major time (and sometimes financial) commitment. This includes attending all meeting of the Executive Board as well as attending speaking engagements and Affiliate meetings. The president-elect is also a member of the Executive Committee and expected to attend these meetings as well. In many cases, before committing to run for office, individuals seek permission from their employers and make arrangements for administrative leave time. Academicians may use sabbatical leave to fulfill their duties in this office. After the person elected to the president-elect position ends their service as president, they may be asked to assist APHA in the role of past-president.
- Period of Service:** For the coming period the president-elect begins service in November 2010, after the APHA Annual Meeting; begins serving as president in November 2011, and serves for one year as past-president in November 2013.
- Eligibility:** All active members of APHA are eligible to apply as a potential nominee for candidacy for the position of president-elect. Persons considering submitting an application are expected to have a substantive track of leadership within APHA and within the field of Public Health, good interpersonal management skills, experience on a non-profit board is desired but not necessary, be able to set aside the significant time needed to commit to a great deal of committee work that includes at least four telephone conferences and three face-to-face meetings per year, as well as participate in designated meetings in the days prior to and during the full period of the APHA Annual Meeting.

Open APHA Leadership Position – Treasurer

- Description:** The treasurer monitors the financial affairs of the Association. The treasurer receives and reviews monthly financial statements from the executive director and reports quarterly to the Executive Board on the financial status of the Association. Association financial records are audited annually by a CPA firm selected by the Executive Board. The report of this audit is published annually in the *American Journal of Public Health*. The treasurer serves ex officio as a voting member of the Governing Council, the Executive Board and its Executive Committee.
- Service as treasurer requires a major commitment of time, working with the Board, staff and the Finance and Auditing Committee (see discussion of the committee under Executive Board Committees in the Members Only Section on the APHA website). The treasurer's role is one of oversight and reporting to the Board about the financial status of the Association, as well as participating in fiscal decision-making that affects the Association.
- Period of Service:** For the coming period the treasurer begins service in November 2010, after the APHA Annual Meeting. The term of service is for three years ending in November 2013; re-election is possible.
- Eligibility:** All active members of APHA are eligible to apply as a potential nominee for candidacy for the position of treasurer. Persons considering submitting an application are expected to have a substantive track of leadership within APHA and within the field of Public Health, good interpersonal management skills, good financial management skills, good writing and communication skills, experience on a non-profit board is desired but not necessary, experience with governance or previous leadership position desired but not necessary, be able to set aside the significant time needed to commit to a great deal of committee work that includes at least four telephone conferences and three face-to-face meetings per year, as well as participate in designated meetings in the days prior to and during the full period of the APHA Annual Meeting. The treasurer oversees the Finance and Audit Committee and may be asked to participate in the Committee on Social Responsibility.

Open APHA Leadership Position – Speaker of the Governing Council

- Description:** The speaker of the Governing Council presides at all meetings of the Governing Council and performs such other duties as custom and parliamentary usage require. When a question of parliamentary order arises the speaker may consult with a parliamentarian appointed by the Executive Board. The speaker of the Council serves ex officio as a voting member of the Executive Board.
- Period of Service:** For the coming period the speaker of the Governing Council begins service in November 2010, after the APHA Annual Meeting. The term of service is for three years ending in November 2013; re-election is possible.
- Eligibility:** All active members of APHA are eligible to apply as a potential nominee for candidacy for the position of Speaker of the Governing Council. Persons considering submitting an application are expected to have a substantive track of leadership within APHA and within the field of Public Health, a thorough knowledge of Robert’s Rules of Order, previous experience in chairing large committees or groups, good interpersonal skills, good personnel management skills, good oral communication skills, a sense of humor, experience on a non-profit board is desired but not necessary, experience with governance or previous leadership position desired but not necessary, be able to set aside the significant time needed to commit to a great deal of committee work that includes at least four executive board telephone conferences and three face-to-face meetings per year, as well as, participate in designated meetings in the days prior to and during the full period of the APHA Annual Meeting. The Speaker presides over all meetings of the APHA Governing Council, both mid-year and at the APHA Annual Meeting.

Open APHA Leadership Positions – Executive Board (3)

Description:

APHA's Executive Board is a 24-member body that serves on behalf of the Governing Council and meets regularly throughout the year to discuss Association business. The bylaws functions defined for the Executive Board may be outlined in five areas:

Policy: The Executive Board carries out established Association policies and adopts interim public policy between meetings of the Governing Council. The Executive Board transmits an annual report of its proceedings and transactions to the Governing Council.

Management: The Executive Board elects the executive director and defines terms of employment. It assures proper direction for the administrative work of the Association. In fiscal affairs, the Executive Board acts as trustee of all Association resources, plans the procurement of funds, authorizes establishment of accounts, approves disbursement arrangements, grants signatory powers, determines amount of bond and selects Association auditor. The Executive Board also approves and establishes annual budgets for Association work.

Program: The Executive Board reviews and coordinates the recommendations of Association boards and committees. It defines and approves various policies and procedures relating to Affiliates and Sections. It acts on all technical standards, is the official accrediting body for the Association publications and designates the time and place of APHA Annual Meetings.

Membership: The APHA Bylaws give the Executive Board authority and responsibility for specific membership functions relating to election, finances, and termination. These vary by type of membership, but generally the Executive Board prescribes election procedures and establishes dues subject to Government Council approval.

Deployment: Except for a few specified exceptions, the Executive Board appoints the membership of all Association boards and committees. With respect to committees, it is empowered to authorize and establish, define responsibility and period of activity, determine size and terms of office, and appoint members and designate chairs. The Executive Board is charged to monitor affirmative action for women and minorities. It also appoints the parliamentarian and fills interim Executive Board vacancies.

Point of Service: Members of the Executive Board serve on staggered four-year terms among the voting members of the Board selected by the Governing Council. After completion of a full term, these elected members are temporarily ineligible for reelection. Election to the Executive Board terminates other Association appointments. For the coming period the Executive Board candidate elect begins service in November 2010, ending in November 2014.

Eligibility: All active members of APHA are eligible to apply as a potential nominee for candidacy for the position of Executive Board. Persons considering submitting an application are expected to have a substantive track of leadership within APHA and within the field of Public Health, have good interpersonal skills, have time available to participate in multiple face-to-face, telephone conferences, and committees of the Executive Board, experience on a non-profit board is desired but not necessary, experience with governance or previous leadership position desired but not necessary, be able to set aside the significant time needed to commit to a great deal of committee work that includes at least four telephone conferences and three face-to-face meetings per year, as well as participate in designated meeting in the days prior the and during the full period of the APHA Annual Meeting.