

**APA Florida Executive Committee
President-Elect Duties**

By-Law Description

ARTICLE VII – DUTIES OF OFFICERS

2. President-Elect

The duties of the **President-Elect** shall include:

- a) Oversee the Chapter’s legislative affairs and advocacy program;
- b) Serve as Chairman of the Legislative Policy Committee;
- c) Oversee the development and the annual update of the Chapter Administrative Procedures and Policy Manual and present it to the Executive Committee for action;
- d) Assume the duties and responsibilities of President at such time as the office becomes prematurely vacant as provided in ARTICLE VI 3 (g) ;
- e) Carry out any other duties assigned by the President.

ARTICLE IX - COMMITTEES

4. Legislative Policy Committee (LPC)

- a) The Committee shall consist of the **President-Elect**, a representative selected by each Section Chair, at least twelve at-large members adequately representing the range of interests reflective of the Membership and a student representative. The **President-Elect** shall appoint the members-at-large, in consultation with the President.
- b) The **President-Elect** shall serve as Chair.
- c) The Committee shall convene on a periodic basis to prepare legislative priorities for action by the Executive Committee and, as needed, by the Chapter membership.
- d) The Committee shall serve to assist the Chapter in implementation of its legislative priorities.

5. Legislative Leadership Team

- a) The Legislative Leadership Team shall consist of the **President-Elect**, President, Legislative Representative, Executive Director, and LPC expert on the subject matter.
- b) The purpose of the Legislative Leadership Team shall be to provide guidance to the Executive Director and the Legislative Representative on matters pertaining to proposed legislation, the Chapters legislative platform and position on said legislation, where a quick response is necessary or has been requested from a legislative representative.
- c) The **President Elect** serve as Chair;
- d) The Legislative Leadership Team shall convene on an as needed basis, particularly during the legislative session, to discuss and respond to legislative items, questions, and proposed bills when immediate direction is needed.

11. Financial Planning Committee

- a) The Committee shall consist of the **President-Elect**; Immediate Past President; VP for Section Affairs; and up to 3 other Members appointed by the President.
- b) The Treasurer shall serve as Chair.
- c) The Committee shall annually review the Budget and its correlation to the Chapter's Strategic Operational Plan to determine whether the targets are being achieved.

d) The Committee shall identify and recommend programs for ensuring the organization's financial health for long-term existence and viability. The Committee may consider such programs as a foundation, endowment, or other financial management mechanism to ensure sustainability of the organization.

Duties Common to all Executive Committee Members

- Attend all quarterly Executive Committee meetings and biennial retreat. Note: APA Florida does not reimburse members for expenses related to attendance.
- Provide updates on activities for inclusion in the agenda packet of each Executive Committee meeting
- Serve on Committees. [See Bylaws for list of committees for your position.]
- Review and implement SOP goals as assigned.
- Implement strategies as assigned in Membership Strategy.
- Actively participate in local Section activities to ensure an understanding of the local section and member needs.
- Estimated time commitment: Ranges from 2 to 3 hours per week.

Specific Duties/Tidbits and Insights

- Note that running for this office is basically a six year commitment to the Chapter – 2 years as President-Elect, 2 years as President, and 2 years as Immediate Past President.
- Generally this position spends a couple hours each week on APA Florida work. Sometimes more during legislative session.
- Must attend all executive committee meetings & conference calls. Attend the bi-annual retreat which is usually out of town with an overnight stay. All travel is at own expense.
- The Legislative Policy Committee meets once in person in conjunction with the Public Policy Workshop. The President Elect chairs that meeting and therefore must attend. Other meetings are held via conference call or by email.
- The LPC must update the Chapter Legislative Platform annually. The timing of this usually starts at the in person LPC meeting and must be wrapped up to present the platform to the Executive Committee at the June EC meeting. The platform must be approved by the membership at the Annual Chapter Meeting at the State Conference. The President-Elect presents that to the membership for approval at that meeting.
- The President-Elect is also the host or “emcee” of the Public Policy Workshop. Get the agenda and bios in advance from the Chapter Office to prepare for the introductions and transitions from one panel to the next.
- All travel and registration for these events are covered by the officer.
- Developing the workshop agenda for the Public Policy workshop should begin the summer before it is held. The LPC can be used as a source of ideas for subjects to be covered. Ideally, the LPC could become the “conference committee” for this event. Developing the agenda, reaching out to speakers and helping with logistics. However, to date, they have only generated ideas but not helped with executing. Several LPC members served as panel moderators which has been helpful.
- Participate in APA National Quarterly Legislative Webinars.

- The Spring before becoming President, it is important to attend the Chapter President's Council meeting with the outgoing Chapter President. This is often held the Saturday of or before the National APA Conference.
- The president elect may be assigned other duties through the Strategic Operating Plan or the Membership Strategy; this will vary depending on the plans in place.
- Serving on the nominating committee occurs in the second year. It involves a couple of conference calls and reaching out and talking to individuals who might be interested in running as part of developing the slate of candidates.