



Policy No.	8.2
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Original Date:	8/07
Revised:	1/09
Reviewed:	

**Nurse Practitioner Society of the DNA
Executive Committee
Policy/Procedure**

ROLE DESCRIPTION: Chair-Elect

PURPOSE AND OBJECTIVES:

Understand, support, and uphold the philosophy, purpose and objectives of the NP Society of the Dermatology Nurses' Association.

Orient to the position of Chair.

REQUIREMENTS AND SELECTION:

- A. Member of DNA and the NP Society; Dermatology NP Certified or Certification eligible
- B. Demonstrate qualities of professionalism and commitment to furthering the mission of DNA.
- C. Ability to meet deadlines.
- D. Elected by the NP Society members to serve a three-year term as Chair-Elect, Chair, and Immediate Past Chair.
- E. Must have served previously on the DNA Board of Directors or the NPS Executive Committee.

DUTIES AND RESPONSIBILITIES:

- A. Serve as Chair-Elect and as an active member of the NP Society leadership with the Executive Committee, including the Chair, Immediate Past Chair, and Committee Members-at-Large.
- B. Develop and prepare goals for the year as Chair based upon the strategic plan and current activities of the Society with the assistance of the NP Society Executive Committee.
- C. Identify agenda items for the Executive Committee's monthly conference calls. Work with the Staff Liaison to prepare for these monthly calls.
- D. Serve as support for tasks or committee work, as needed.
- E. Attend NP Society Forum, Annual Business Meeting, and DNA National Convention. Other representative travel, as determined necessary by the Society leadership and the Board of Directors.
- F. Orient to the position of Chair by reviewing Society materials. Receive copies of all pertinent written correspondence and discuss major issues with the Chair and Immediate Past Chair.
- G. In the third year of service as Immediate Past Chair, serve on the DNA Development Committee on behalf of the NP Society to address the Society's funding goals.