

<p>CAPNI <i>Coalition of Advanced Practice Nurses Of Indiana</i></p>		
<p>Position: President Elect</p>	<p>Term of Office: 1 year prior to term of Presidency</p>	
<p>Level of Board Of Directors Membership: Executive Committee; Voting Member; Elected to Office</p>		

Mission: The mission of CAPNI and its member Board of Directors is to promote, Advanced Practice Nursing in Indiana by advocating for, encouraging and enhancing professional collaboration, education, and legislation.

Responsibilities:

1. Will automatically assume office of President at the end of the current President's term
2. To perform all other duties as are incident to this office
3. To perform duties as assigned by the President

Requirements of Office:

1. Hold Active Membership status in CAPNI and be in good standing
2. Have knowledge of issues concerning Advanced Practice Nurses in Indiana
3. Attend all scheduled meetings of CAPNI Board of Directors
4. Have good communication skills
5. Have good understanding of Federal and State legislative process

Resignation or Removal From Office:

1. May be removed with or without cause, when in the judgment of the Board of Directors the removal is in the best interests of CAPNI
2. May resign at any time by giving notice in writing to the Board of Directors, or the Secretary of CAPNI

Term Limitation:

One (1) year prior to assuming Presidency

CAPNI <i>Coalition of Advanced Practice Nurses Of Indiana</i>		DRAFT
Position: Region Representative	Term of Office: 2 years	
Level of Board Of Directors Membership: Voting Member; Elected to Office		

Mission: The mission of CAPNI and its member Board of Directors is to promote, Advanced Practice Nursing in Indiana by advocating for, encouraging and enhancing professional collaboration, education, and legislation.

Responsibilities:

1. To be responsible for active and regular updates between regional members and the Board of Directors
2. To coordinate regular regional business meetings
3. To serve as resource person for regional members
4. To keep accurate minutes of regional meetings and distribute to region members
5. To serve as a liaison, and facilitate membership between regionally located Advanced Practice Nursing schools and CAPNI
6. To deposit all funds belonging to the region in an account in CAPNI's name and to annually report to the CAPNI Treasurer all monies belonging to the individual region
7. To perform all other duties as are incident to this office
8. To perform duties as assigned by the President

Requirements of Office:

1. Hold Active Membership status in CAPNI and be in good standing
2. Have knowledge of issues concerning Advanced Practice Nurses in Indiana
3. Attend all scheduled meetings of CAPNI Board of Directors
4. Have good communication skills

Resignation or Removal From Office:

1. May be removed with or without cause, when in the judgment of the Board of Directors the removal is in the best interests of CAPNI
2. May resign at any time by giving notice in writing to the Board of Directors, or the Secretary of CAPNI

CAPNI <i>Coalition of Advanced Practice Nurses Of Indiana</i>		DRAFT
Position: Region Representative	Term of Office: 2 years	
Level of Board Of Directors Membership: Voting Member; Elected to Office		

Term Limitation:

May hold office for no more than two (2) consecutive terms

CAPNI <i>Coalition of Advanced Practice Nurses Of Indiana</i>		DRAFT
Position: Secretary	Term of Office: 2 years	
Level of Board Of Directors Membership: Executive Committee; Voting Member; Elected to Office		

Mission: The mission of CAPNI and its member Board of Directors is to promote, Advanced Practice Nursing in Indiana by advocating for, encouraging and enhancing professional collaboration, education, and legislation.

Responsibilities:

1. To maintain written/electronic record of all proceedings of the members of the Board of Directors
2. To ensure all notices are given in accordance with guidelines of CAPNI bylaws and as required
3. To accurately keep and file all lists, books, reports, statements, certificates, and other documents and records required by law
4. To accurately keep minutes of the Executive and Board of Directors meetings
5. To determine and record attendance at Board of Director meetings
6. To send out written and electronic consensus agendas to Board of Directors and general CAPNI membership as appropriate
7. To send out written and electronic consensus voting correspondence to Board of Directors and general CAPNI membership as appropriate and to tally results of voting
8. To compose and distribute CAPNI correspondence
9. To notify officers and members of elections and appointments
10. To perform all other duties as are incident to this office
11. To perform duties as assigned by the President

Requirements of Office:

1. Hold Active Membership status in CAPNI and be in good standing
2. Have knowledge of issues concerning Advanced Practice Nurses in Indiana
3. Attend all scheduled meetings of CAPNI Board of Directors
4. Have good communication skills

CAPNI <i>Coalition of Advanced Practice Nurses Of Indiana</i>		DRAFT
Position: Secretary		Term of Office: 2 years
Level of Board Of Directors Membership: Executive Committee; Voting Member; Elected to Office		

Resignation or Removal From Office:

1. May be removed with or without cause, when in the judgment of the Board of Directors the removal is in the best interests of CAPNI
2. May resign at any time by giving notice in writing to the Board of Directors, or the Secretary of CAPNI

Term Limitation:

May hold office for no more than two (2) consecutive terms