

ANPT SPECIAL INTEREST GROUPS

I. OFFICER DUTIES AND RESPONSIBILITIES

- a. Vice-Chair
 - i. Assumes the duties of the Chair if the chair is absent or incapacitated.
 - ii. Assists Chair in all activities of the SIG.
 - iii. Assists the Chair in preparing and submitting an annual plan for the SIG to the Board of Directors.
 - iv. Attends the SIG officers meeting with the Academy Vice President at CSM.
 - v. Provides for orientation of a successor

II. EXPENSES

- a. Special Interest Group Officers (Chair, Chair-Elect, Vice Chair, Secretary, Nominating Committee Chair) are reimbursed according to the Academy's Honoraria and Reimbursement Policy and as outlined in the annual budget toward meeting expenses per officer given that the officers participate in planned SIG activities.
- b. In addition to the travel compensation for SIG officers, each SIG is provided an annual budget intended to support programs and outreach of the SIG. This is used at the discretion of the SIG officers with priority on non-travel expenditures. Since SIG officers are compensated for travel, these funds are not to be used for additional SIG officer travel.
- c. Each officer submits expenses to the Executive Director according to the policy of the Academy.

III. ORIENTATION OF A SUCCESSOR

- a. Each SIG officer provides for smooth transition by acquainting the newly elected officer with pertinent information, materials, and procedures. This should occur within 6 weeks of election.
- b. The template for orientation includes (but is not limited to):
 - i. mission/vision/goals
 - ii. job duties
 - iii. timelines
 - iv. strategic plan and current initiatives
 - v. current challenges
 - vi. role as mentor to others, including newly elected officers
- c. Following this incoming/outgoing orientation, SIG chairs shall be contacted by Board liaison to formalize relationship, answer questions, establish communication schedule/mechanism (by end of August). In addition, the Academy Vice President and Executive Office will provide an orientation to the

Academy for all new committee chairs and committee members by early September.

- d. SIGs should hold a conference call with all SIG officers soon after orientation. In order to preserve institutional memory, the retired SIG chair will serve in a formal advisory capacity to the new SIG chair for one year.