

GUIDELINES FOR THE AAHP EXECUTIVE DIRECTOR

A. Responsibilities of the Executive Director

1. Provide continuity for the Association
2. Assist with the board agenda development.
3. Assist with board meeting site selection
4. Assist with activities of the committee; planning, and follow-up.
5. Assist with strategic planning including monitoring of progress.
6. Assist with the development of policies and procedures.
7. Assist with the development and implementation of a marketing plan.
8. Prepare and distribute news releases.
9. Route mail to and from ASHP and other organizations as directed.
10. Will act as an agent of the President when requested to do so by the President. (Reason: Allows for the President to be elected from outside the Little Rock area.)
11. Represents the association's views and philosophies at meetings of administrative executive or association executives.

B. Term of the Executive Director

1. The term of the Executive Director will be 5 years.

C. Election of an Executive Director

1. An announcement for nominations will be made to the AAHP membership one month prior to the election.
2. The AAHP Board of Directors will then elect the Executive Director from the list of members that were nominated. The vote will be by a simple majority