The Immediate Past President:
1. Continues to work on active projects from presidential term and report progress to the President.
2. Functions as a mentor to the President, President Elect and Director at Large (DAL).
3. Provides a historical perspective of Board of Directors’ (BOD) activities for the year.
4. Serves as an active participant in any Leadership Development initiatives.
5. Participates in any projects relevant to APSNA’s Strategic Plan as requested.
6. Member of the Finance Committee and Executive Committee (EC).
7. Serves as a role model and provides positive mentoring experiences for potential future APSNA leaders.
8. Attends and participates in annual BOD Meetings (Pre- and Post-Conference, Business, Finance), the Fall BOD Meeting and any teleconferences to conduct the business of the organization. Presents a short report to the membership at the annual business meeting.
9. In conjunction with the President, orients and mentors the President-Elect.
10. In keeping with the fiduciary responsibilities of the BOD, understands and approves the budget, as well as APSNA investment policies. Assists BOD in the careful review of the budget.
11. Demonstrates a wide knowledge of the membership and member’s individual strengths, therefore being in a strong position to suggest candidates for the board and other project positions within APSNA.
12. Other duties as assigned by the President.

COMPETENCIES NECESSARY FOR IMMEDIATE PAST PRESIDENT CANDIDATES

- To have completed a term as President.

ESSENTIAL BOARD PROGRESSION PLAN COMPETENCIES

- Shows a good appreciation APSNA’s mission and strategic plan, is able to evaluate and provide insight into strategic direction.
- Contributes to the achievement of APSNA’s objectives by effectively applying knowledge, experience and expertise to the issues confronting the organization.
• Demonstrates adequate knowledge of the profession to understand and question the assumptions upon which the organization’s business plans are based.
• Evidences diligent preparation for meetings (is prepared, knows material and actively participates). Arrives on time, is attentive and present for the duration of all meetings. Available when needed, accessible and approachable. Accepts and volunteers for tasks and related work that furthers the strategic direction of APSNA.
• Respects the confidentiality of the organization’s business information and the deliberations of the BOD. Contributes meaningfully and knowledgeably to BOD discussions, providing valuable input to organizational endeavors. Expresses views frankly and openly in BOD meetings. Listens to, respects and encourages the expression of opinions by other BOD members.
• Makes a positive contribution to the long-term viability of APSNA as a professional association and to the succession of the BOD. Contributes to the overall effectiveness of the mission and preferred future of the organization. Demonstrates an ability to assist the BOD in meeting the strategic objectives of the organization.
• Shows an understanding of, and willingness to respond to members’ needs.
• Communicates effectively with BOD, membership, founders, supporters, and other nursing and surgical leaders via written, verbal and electronic means.

**TIMELINE and OPERATIONAL PROCEDURES**

**Ongoing**
• Review all financial statements, reconciliation reports and check requests.
• Maintain communication with other BOD members through the APSNA BOD Networking Forum.
• Write a News You Can Use (NYCU) article/item after attending any partnering or leadership development meeting.
• Assist the President with any BOD or committee challenges.
• Continue mentoring behaviors for new BOD and potential BOD.
• Actively involved in leadership development activities in collaboration with the Leadership Chair, President Elect, and DAL.
• Write and/or recruit writers for the *Journal of Pediatric Surgical Nursing*.

**May**
• Attend Post-Conference BOD Meeting. Incoming year.
• Report on activities that are in development at the end of presidential term.
• Review all APSNA policies.
• Review documents posted to the APSNA website.
• Review APSNA Bylaws
• Submit goals for upcoming year to the Secretary and President by July 1 using the Networking BOD Forum

**June through September**
• Prepare and submit quarterly report to APSNA BOD Networking Forum by July 1.
• Continue project development
• Continue active communication with President, EC, and BOD members in mentoring role. Assist President with any active issues that arises.

July
• Critically reviews need for membership survey at least every 2–3 years, based on evidence-based practice guidelines. Conducts membership survey, as needed.
• Once the final budget from conference is available, meet with the Program Chair, Development Chair, and other members of the Executive Committee to review the budget, income (including exhibitor fees) and expenses, and make recommendations for the following year, especially regarding exhibitor levels.

August
• Along with the Program and Development Chair and members of the EC, reviews the exhibitor prospectus.
• Review committee reports and BOD Networking Forum discussions prior to the Fall BOD Meeting Conference.
• Review strategic plan and assesses for any needed revisions-yearly. Collaborate with President, President Elect and DAL in the development of the Strategic Plan for the upcoming year (in those years when Strategic Plan is due to be updated). Revise strategic plan every three years minimum. Revise the Strategic Plan per organizational policy. Next Review due 2017 (for 2018).
• Collaborate with President and President-Elect regarding menu and meal planning for the Fall BOD Meeting (August-September).

September
• Receive potential slate of nominees from Leadership Chair, prior to closing of nominations September 1.
• Review previous year’s budgets and expenditures. Submit budget requests to Treasurer at Fall BOD Meeting for any expenses greater than $25 for mailing, printing, shipping, or any other expenses (special projects, leadership travel, partnership expenses, other) anticipated for the coming January - December Fiscal Year
• Prepare report for, attend, and participate in the Fall BOD Meeting Conference. Provide updates on pending projects.
• Participate in annual review of the current Bylaws for revisions in collaboration with President, President Elect and DAL, which is lead by the President-Elect.
• Contact President-Elect candidates and answer questions regarding board responsibilities and/or commitment, thank them for accepting the nomination.

October
• Prepare and submit quarterly report to APSNA BOD Networking Forum/ by October 1
• Review committee reports and BOD Networking Forum discussions prior to the Fall BOD Meeting Conference.
• Develop Member Assessment with President Elect when due to be conducted (may be every 2-3 years).
November through February
• Receive election results from Leadership Chair.
• All receipts for reimbursement for current year should be submitted no later than December 15.
• Prepare and submit quarterly report to APSNA BOD Networking Forum by January 1.
• Review Bylaws revisions prior to January 1st deadline.
• Collaborate with President Elect regarding analysis of the Member Assessment, when applicable.
• Review position description and submit necessary changes to President-Elect by February 1st.
• Review and update policies with President-Elect as needed.
• Review final job description revisions with President-Elect for historical perspective, as needed.

April
• Prepare and submit quarterly report to APSNA BOD Networking Forum and Secretary by April 1.
• Contact Past Presidents in preparation for the Past President’s Advisory Council.

May
• Assist with any duties assigned by the President.
• Chair the Past President Advisory Committee (PPAC) at the appointed time during the APSNA Scientific Meeting, take minutes and report outcomes to the outgoing President for presentation at post-conference board meeting.