

## FAN JOB DESCRIPTION

### Advisor

Provides guidance to the President and the Board on past efforts and objectives to ensure that the integrity of all objectives and purposes of FAN are maintained. Facilitates continuity of FAN initiatives from year to year. Typically, immediate past president.

- Assists the President and Board
- Advises President on decisions for situations not addressed in the bylaws, researches precedents and recommends solutions
- Acts as “official” parliamentarian
- Chairs the Nominating Committee
- Serves on the Budget and Finance Committee

### Timeline / Significant Milestones

#### June

- As member of Budget and Finance Committee, participates in budget development

#### January-April

- As Chair the Nominating Committee, facilitates election of Executive Board Members for following fiscal year
  - January Board Meeting – appointments to the Nominating Committee are approved by Executive Board
  - Within 30 days – Committee meets to select slate of candidates
  - March General Meeting – Nominating Committee presents slate of candidates, accepts nominations from the floor
  - April General Meeting – election of Executive Officers and installation of said officers in either April or May