# PRESIDENT-ELECT, PRESIDENT, AND PAST PRESIDENT

The President-Elect, President, and Past President positions are a series of linked positions: 1 year – President-Elect, 2 years – President, and 1 year - Past President elected once for the 4-year commitment.

**PRESIDENT-ELECT:**
The President-Elect has the responsibility of contributing to the direction of ASPE and the fulfillment of its goals. The President-Elect will serve as President after the 1-year term as President-Elect.

**Functions:**

1. Meetings:
    a. Participates as a member of the Board of Directors (BOD) attending monthly BOD meetings via teleconferencing as scheduled
    b. Participates as a member of the ASPE Executive Committee, attending monthly meetings via teleconferencing as scheduled.
    c. Participates in or conducts special meetings as scheduled,
    d. Participates in two mandatory face-to-face meetings conducted each year.
        i. ASPE Annual Conferences: Participates in Membership Business meetings, and related Board meetings
        ii. Annual F2F BOD meeting held in January (1 per year) on-site.

2. Familiarizes self with the needs and operations of the organization.
    a. By-laws.
    b. Policy and Procedure.

3. Works closely with the President to develop the knowledge base for the President's role and duties.

4. Serves as President in the absence of the President. In the event of a vacancy in the office of the President, the President-Elect shall succeed and assume the role of President for the balance of the unexpired term.

5. Meets with committee chairs periodically to support their efforts and identify any needs.

6. Affiliations:
    a. Works with President to assure ongoing partnerships and active collaboration with ASPE affiliate organizations.

7. Performs other duties as identified or assigned by the President.

**PRESIDENT:**
The president of ASPE is a two-year position served after the President-Elect position has been successfully filled for one year. The general responsibility of the President is to communicate and implement the association's vision, mission, and overall direction. The President oversees the operation of ASPE in accordance with the direction established in the strategic plan.

**Functions:**

1. Strategic Development in cooperation with the Board of Directors (BOD)
    a. Designs goals and objectives for further advancement of the ASPE mission. Creates short-and-long-term strategies for membership growth, oversight, and development of current and new programs, respectively.
    b. Assesses the organization's needs, anticipating and planning for any expansion or reduction.

2. Performance Management
    a. Regularly reviews and evaluates the association's performance.
    b. Works closely with all Standing Committee Chairs regarding committee needs, issues, and progress. Individual interviews are conducted at the face-to-face BOD meetings with each BOD to identify mission-relevant issues.
    c. Facilitates new and modified policies. It is the responsibility of all the BOD to communicate and implement the policies within their committees.

3. Public Relations
    a. Serves as the face of the organization. In addition to working with the administration and the BOD represents the association throughout the membership and simulation community.
    b. Communicates with members using emails, newsletters, and social media, relaying positive information as well as communicating messages.
    c. Communicates with other simulation associations to develop affiliations and increase the ASPE profile in the community/industry.

4. Marketing & Membership Plan
    a. Maintains an awareness of both the external and internal competitive landscape, opportunities for expansion, (new members, markets, industry developments) and standards.

5. BOD Meetings
    a. Presides & participates as a member of the Board of Directors attending monthly BOD meetings and special meetings as scheduled, both onsite (2 per year) and via teleconferencing.
    b. Presides over two mandatory face to face meetings conducted each year which is organized (with the help of the VP of Operations). One F2F

meeting is held in conjunction with the ASPE conference and the second is held in January.

c. Participates as Chair and member of the ASPE Executive Committee, leading monthly meetings via teleconferencing.

*The President is also responsible for:*

- Planning agendas for all BOD meetings and Executive Committee meetings, in conjunction with the Vice-President for Operations.
- Arranging, planning, and Chair ancillary meetings of the BOD.

6. ASPE Annual Conferences
   a. Attends the ASPE annual conference and presides over the conference. One of the two annual F2F BOD meetings is conducted at the Annual ASPE conference.
   b. Develops the agenda (with the Vice-President for Operations) and conducts the annual Membership Business Meeting.

7. Affiliation's annual meetings
   a. Attends pre-selected affiliation conferences and other national and/or international medical education meetings, as possible, to promote ASPE.

8. Standards of Practice:
   a. Integrates the application of the Standards of Practice in all aspects of the Association's planning & work.
   b. Works with BOD to ensure the SOPs are integrated into committee work and materials produced on behalf of ASPE.

9. Promotes SP Methodology
   a. Supports SP methodology in response to an external inquiry or publications contrary to SP Methodology & Standards.

<u>Skills Required:</u>

- Well-versed in SP Methodology;
- Proven leadership skills;
- Strong critical thinking & problem-solving skills;
- Exercise sound judgement in public relations;
- Excellent written and verbal communication skills; and
- Highly organized and self-motivated.

## ***VICE PRESIDENT FOR FINANCE:***

The Vice President for Finance is a three (3) year elected position, two (2) years active, and one (1) year in an advisory capacity. The Vice President for Finance holds financial and marketing responsibility for the Association.

**Functions:**

1. Participates as a member of the ASPE Executive Committee, attending monthly meetings via teleconferencing.

2. Advises the Board on budgetary and financial matters.
   - Reports monthly to the Board of Directors regarding the financial status of the organization.
   - Provides individual committee reports of expenditures to the committee Chair on a biannual basis.

3. Chairs the Finance Committee (for which the Executive Committee can serve as this committee) for financial planning and implementation.

4. Works closely with ASPE ADMIN:
   - Supervises ASPE Admin to record and track financial records for the organization.
   - Works with ASPE admin and attorney/accountant to file taxes for the association keeps records of the same.
   - Advises and approves membership dues and renewal issues.

5. Develops the association's annual budget, with the help of the ASPE Admin and the Finance Committee
   - Polls Board members and merges and allocates funds according to Board policies.
   - Works with Chairs to establish goals and means to implement.

6. Works closely with the Conference Committee:
   - Works with the Conference Planning Committee to develop and adhere to the annual conference budget.
   - Assists with conference and meeting planning and production.
   - Works closely with the Conference Committee and ASPE admin on the conference registration.
   - Is an assigned member of the Conference Committee.

7. Reports on the ASPE Website:
   - Provides an annual financial report in writing for posting on the ASPE website prior to the annual business meeting.

8. Financial Administration:
   - Signs checks for the organization.
   - Reconciles all accounts.
   - Maintains tax records.
   - Initiates audit when appropriate.

9. Manage the Marketing for the organization
   - Create and maintain a policy for marketing.
   - Present plan to Board for approval with an associated budget.
   - Works with ASPE admin to create press releases.
   - Develop and revise brochures for the organization as needed.
   - Works with ASPE admin and legal to develop and review Contracts and RFPs for the organization.
   - Determines the budget and best avenue for marketing.

10. Other Reporting Requirements
   - Prepares an annual financial report for presentation at the ASPE Business Meeting.
   - Prepares and reports financial status to the Board of Directors at each meeting when requested.

11. Immediate Past-President of Finance serves as Vice-President Finance in the absence of a sitting Vice-President until a special election can be held.
   - This would not preclude them from holding another Board position simultaneously (I.e. President-Elect).

**Skills Required:**

1. Basic accounting knowledge including the ability to interpret financial reports.
2. Work comfortably with figures and make judgments about financial matters.
3. Excellent verbal and written communication skills.

**Must-Have as Vice President of Finance**

- Permission from Dean, CEO, Vice President of Institution, or another direct report to assume position if appropriate.
- Ability to assume the workload; ASPE supports a results-driven work culture for all committee and board members. The actual time commitment varies.
- The position will require travel up to 2-3 weeks per year on behalf of the organization.
- Financial support for travel if not assumed by ASPE.

## MEMBER LIAISON

The Member Liaison (ML) is a two-year active elected position. The ML represents the interests of the general membership and conducts projects and accepts duties as assigned by the President and the Board of Directors. There are two ML positions, elected on alternate years; one Domestic ML (from within the US or Canada), and one International ML (from outside North America).

**Functions:**

1. Participates as a member of the Board of Directors attending monthly Board of Directors (BOD) meetings and special meetings as scheduled, both onsite (2-3 per year) and via teleconferencing and report on the progress of the project every other month
2. Represents the general membership on issues of interest or concern, particularly those that arise outside of the standing committee structure
3. Joins a standing committee of the Board, ASPE Special Interest Group or Affinity Group to which the ML can contribute during Board term
4. Conducts a project(s) approved by the Executive Committee to further the goals of the organization or to develop services for the membership
5. Serves as Chair of any ad hoc committee formed to further develop this project if needed
6. Provides a minimum of once a year submission to the Chair of the Publications/Website Committee for use in the ASPE membership newsletter on the project
7. Attends ASPE Annual Conferences to report on progress at the first conference of term and report on completion of the project at the second conference of term
8. Participate and assist in the facilitation of town hall meetings at annual ASPE conference
9. Develop and submit a budget to Vice-President for Finance if needed

**Skills Required:**

- Listen to membership and communicate their issues, needs, and interests to the Board of Directors
- Identify potential problems and opportunities
- Sets objectives and develops action plans for selected and/or assigned projects
- ASPE member in good standing, with two years' experience in the SP job.
- Strong commitment to ASPE
- Time and institutional support necessary to fulfill all duties of the office, including meeting and conference attendance
- Willingness to represent and promote ASPE at professional meetings and conferences
- Ability to:
    - work effectively as a team member
    - work effectively towards common goals as a board and committee member
    - set objectives and develop action plans with committee members
    - Identify potential problems and opportunities
- Excellent written and verbal communication skills
- Excellent organization skills