

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.

Skills Required:

- 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.