

AACC Presidential, Officer and Nominating Committee Responsibilities Overview

President-Elect	President	Past President
Principal Goal: Prepare for your year as president.	Principal Goals: Set the agenda for the association in collaboration with the board and other stakeholders, represent the profession to members, and serve as primary spokesperson to other groups, including Congress and the press.	Principal Goals: Advise the president and President-Elect to ensure the continuity of governance and transmit the values and knowledge that comes from the job.
A time to learn more about the association and your responsibilities as president.	Approve board agendas and chair board meetings.	Attend four two-day board meetings. Including travel, assume 16 days a year.
Select board meeting locations for next year.	Attend four two-day board meetings. Including travel, assume 16 days a year.	Serve on Finance Committee (two one-day meetings a year). Including travel, assume 3-6 days a year.
Attend four two-day board meetings. Including travel, assume 16 days a year.	Call Executive Committee meetings as needed (number vary by year and are usually conference calls).	Serve as member of the House Steering Committee.
Appoint committee members for next year (spend one day at AACC office meeting with staff liaisons and EVP to coordinate appointment of committee members).	Serve on Finance Committee (two one-day meetings a year). Including travel, assume 3-6 days a year.	Ex officio member of House of Delegates
Serve on Finance Committee (two one-day meetings a year). Including travel, assume 3-6 days a year.	Chair the Annual Meeting of the Membership. Attend half-day meetings of the Finance Committee, Board of Directors, House of Delegates and the Annual Meeting of the Membership.	Member of Executive Committee
Serve on Program Coordinating Commission (PCC) (two one-day meetings a year). Including travel, assume 3-6 days a year.	Provide opening remarks at selected AACC conferences.	
Substitute for president at meetings, if needed.	Represent the association at AACC conferences and section meetings. In 2004, addition to Board, Finance Committee and PCC meetings, the president attended approximately 15 meetings.*	
Ex officio member of House of Delegates	Participate in Congressional visits and press programs as needed.	
Member of Executive Committee	Sign official letters to Congress and other government agencies.	
	Chair the Committee on Committee Appointments (these meetings are held in conjunction with board meetings).	
	Ex officio member of House of Delegates	

*The president has considerable discretion in deciding which conferences to attend, and the president-elect, past president and members of the Board of Directors can often substitute for the president if the president is not able to attend.

AACC Officer and Nominating Committee Responsibilities Overview

Secretary	Treasurer	At-Large Director	Nominating Committee
Principal Goals: Oversee official corporate records, facilitate communication among AACC's leadership and conduct AACC's annual election of officers and Nominating Committee	Principal Goal: Oversee the financial activities of AACC	Principal Goal: Participates in decisions on organizational direction.	Principal Goal: Select a qualified slate of candidates for AACC's annual election of officers and Nominating Committee
Attend four two-day board meetings. Including travel, assume 16 days a year.	Attend four two-day board meetings. Including travel, assume 16 days a year.	Attend four two-day board meetings. Including travel, assume 16 days a year.	Attend one one-day meeting a year. Including travel, assume 2 days a year.
Serve on Finance Committee (two one-day meetings a year). Including travel, assume 3-6 days a year.	Serve on Finance Committee (two one-day meetings a year). Including travel, assume 3-6 days a year.	Participate in annual assessment and prioritization of association programs.	Contact assigned local sections and divisions to encourage submission of nominees.
Present reports at Board of Directors' meetings.	Present reports at Board of Directors' meetings, House of Delegates' meeting and Annual Meeting of the Membership.	Ex officio member of House of Delegates	Review background information on nominees and rank their qualifications during committee meeting.
Introduce slate of candidates at Annual Meeting of the Membership	Member of Executive Committee		Choose candidates from ranked nominees to select a slate for the AACC election.
Monitor AACC election process.	Ex officio member of House of Delegates		
Notify candidates and membership of election results.			
Member of Executive Committee.			
Ex officio member of House of Delegates			

*Nominees for all AACC officers are encouraged to contact those who are currently holding the office for which they have been nominated to answer any questions about serving the association.