ANPT SPECIAL INTEREST GROUPS

I. OFFICER DUTIES AND RESPONSIBILITIES
   a. Vice-Chair
      i. Assumes the duties of the Chair if the chair is absent or incapacitated.
      ii. Assists Chair in all activities of the SIG.
      iii. Assists the Chair in preparing and submitting an annual plan for the SIG to
           the Board of Directors.
      iv. Attends the SIG officers meeting with the Academy Vice President at
           CSM.
      v. Provides for orientation of a successor

II. EXPENSES
   a. Special Interest Group Officers (Chair, Chair-Elect, Vice Chair, Secretary,
      Nominating Committee Chair) are reimbursed according to the Academy’s
      Honoraria and Reimbursement Policy and as outlined in the annual budget
      toward meeting expenses per officer given that the officers participate in
      planned SIG activities.
   b. In addition to the travel compensation for SIG officers, each SIG is provided an
      annual budget intended to support programs and outreach of the SIG. This is
      used at the discretion of the SIG officers with priority on non-travel expenditures.
      Since SIG officers are compensated for travel, these funds are not to be used for
      additional SIG officer travel.
   c. Each officer submits expenses to the Executive Director according to the policy of
      the Academy.

III. ORIENTATION OF A SUCCESSOR
   a. Each SIG officer provides for smooth transition by acquainting the newly elected
      officer with pertinent information, materials, and procedures. This should occur
      within 6 weeks of election.
   b. The template for orientation includes (but is not limited to):
      i. mission/vision/goals
      ii. job duties
      iii. timelines
      iv. strategic plan and current initiatives
      v. current challenges
      vi. role as mentor to others, including newly elected officers
   c. Following this incoming/outgoing orientation, SIG chairs shall be contacted by
      Board liaison to formalize relationship, answer questions, establish
      communication schedule/mechanism (by end of August). In addition, the
      Academy Vice President and Executive Office will provide an orientation to the
Academy for all new committee chairs and committee members by early September.

d. SIGs should hold a conference call with all SIG officers soon after orientation. In order to preserve institutional memory, the retired SIG chair will serve in a formal advisory capacity to the new SIG chair for one year.