JOB DESCRIPTION

Position Title: Immediate Past President

BASIC FUNCTION

The Immediate Past President serves as the Chair of the Nominating Committee and performs other duties as assigned by AADE Bylaws and the Board of Directors. The Immediate Past President office is for a term of one year, beginning on the first day of the calendar year immediately following his/her term as President.

DUTIES AND RESPONSIBILITIES

1. Serves as the Chair of the Nominating Committee and makes a presentation at the Annual Meeting of the election results
2. Serves as a member of the Governance Committee
3. Serves as an AADE liaison to groups involved in diabetes and diabetes patient education, as determined by the President during his or her term year on the Governance Committee
4. Serves as an advisor and consultant to the President

*The duties and responsibilities, conduct, and knowledge, skills & abilities for Board director positions also apply to officer positions.

MINIMUM QUALIFICATIONS

- Has completed his/term as President and is an active member.
KNOWLEDGE, SKILLS AND ABILITIES

- Ability to meet all expectations of the position and time commitment
- Strategic and critical thinker
- Visionary
- Commitment to AADE by willingness to represent and promote the association without regard to professional discipline, practice, or interest and to put the association’s interests first without regard to professional discipline, practice, or interest
- Skilled communicator
- Ability to manage multiple projects
- Sense of humor
- Enthusiasm
- Objectivity
- Prioritizes issues consistent with AADE’s strategic plan
- Outcomes/results oriented
- Empowers others
- Diplomatic when dealing with opposing viewpoints
- Appreciates change and the ability to manage change
- Organizational and management skills
- High energy level
- Interest in the general principles of fiscal oversight for not-for-profit organizations
- A team player, consensus builder
- Media savvy
- Presents a positive professional image
- Computer and technology literate with reliable access to a computer
- Operates at all times in an environment of trust, confidentiality, and candor
- Demonstrates leadership ability
- Politically astute

CONFLICT OF INTEREST UNDERSTANDING

No member of the Board of Directors, chairperson of any of its committees, task forces, Communities of Interest, or Coordinating Bodies shall seek, nor shall he/she derive any compensation, personal profit or personal gain, directly or indirectly, to her/himself or her/his employer by reason of his or her participation with the AADE. Prohibited compensation includes, but is not limited to, remuneration for services rendered as part of AADE’s Core Concepts Courses.