***Position Descriptions for Officers of the Ohio Valley IACRN***

***Definition:***

Ohio Valley IACRN shall be referred to in this document as ‘chapter’

The International Association of Clinical Research Nurses (IACRN) shall be referred to as ‘IACRN’

***President:***

1. Oversees all activities of the chapter
2. Sets agenda for each chapter meeting
3. Submits for contact hours for the chapter meeting
4. Disseminates updates from the IACRN to chapter
5. Organizes the Board Meetings
6. Oversees special projects/committees
7. Collaborates with the CCTST for funding of chapter meetings

***President-Elect:***

1. Works closely with the president on activities of the chapter
2. Updates to webpages
3. Save the dates flyers
4. Send meeting agenda to members
5. Maintain chapter records-attendance
6. Will start to take over tasks from the President throughout term

***Members at Large:***

1. Plan a minimum of one meeting per term
2. Oversee recruitment efforts
3. Create initiatives based on annual survey results

***All Officers: Shall perform all duties as assigned by the Bylaws and the Board, including but not limited to the following:***

1. Will be part of the board of directors
2. Will decide on speaker/topic, location, caterer and videotape the meeting
3. Will review annual surveys
4. Decide on initiatives based on annual survey results.