



AjPHA EXECUTIVE COMMITTEE & NATIONAL DIRECTOR RESPONSIBILITIES

President

1. Provides leadership and direction to the AjPHA Executive Committee and AjPHA National Directors
2. Develops an AjPHA Executive Committee Project that he/she will work on the entire time of his/her office term. The AjPHA Executive Project will need to be measurable and in some way benefit AjPHA members.
3. Join all AjPHA Executive Committee quarterly conference calls. In the event the President cannot make a conference call, the call will be facilitated by the President-Elect. If the President and President-Elect cannot make the call, the Vice-President will facilitate the call.
4. Help the APHA Director of Youth Activities plan and lead activities at the Youth Leadership Conference
5. Send quarterly reports to the APHA Director of Youth Activities
6. Attend the Youth Leadership Conference and AjPHA National Convention

President-Elect

1. Join at least (3) AjPHA Executive Committee quarterly conference calls. In the event the President cannot make the conference call, the call will be facilitated by the President-Elect.
2. Work closely with the President to achieve the AjPHA Executive Committee Project.
3. Send Quarterly Reports to the APHA Director of Youth Activities
4. Help the APHA Director of Youth and Amateur Activities plan and lead activities at the Youth Leadership Conference
5. If possible, attend the Youth Leadership Conference and AjPHA National Convention

Vice-President

1. Join at least (3) AjPHA Executive Committee quarterly conference calls. In the event the President and President-Elect cannot make the conference call, the call will be facilitated by the Vice-President.
2. Work closely with the President to achieve the AjPHA Executive Committee Project.
3. Send Quarterly Reports to the APHA Director of Youth Activities
4. Help the APHA Director of Youth and Amateur Activities plan and lead activities at the Youth Leadership Conference
5. If possible, attend the Youth Leadership Conference and AjPHA National Convention

Secretary

1. Join at least (3) AjPHA Executive Committee quarterly conference calls and take official meeting minutes from that conference call. In the event, the Secretary cannot make a conference call the meeting minutes will be taken by APHA's Director of Youth Activities
2. Keep records of what has been done for the AjPHA Executive Committee Project and any ideas that have been discussed
3. Send Quarterly Reports to the APHA Director of Youth Activities
4. Help the APHA Director of Youth and Amateur Activities plan and lead activities at the Youth Leadership Conference
5. If possible, attend the Youth Leadership Conference and AjPHA National Convention

Treasurer

1. Join at least (3) AjPHA Executive Committee quarterly conference calls.
2. Oversees any fundraising that has been done on the AjPHA Executive Committee Project.
3. Send Quarterly Reports to the APHA Director of Youth Activities
4. Help the APHA Director of Youth and Amateur Activities plan and lead activities at the Youth Leadership Conference
5. If possible, attend the Youth Leadership Conference and AjPHA National Convention

Zone Representative

1. Join at least (2) AjPHA Executive Committee quarterly conference calls.
2. Send quarterly reports to the Director of Youth Activities
3. Host at least one AjPHA event, activity, or fundraiser for your zone during your term. This can be anything that would support AjPHA or the AjPHA Executive Committee Project. These activities may take place in person or online but needs to be recorded in your quarterly report.
4. If possible, attend the Youth Leadership Conference and AjPHA National Convention

AjPHA National Directors

1. Send quarterly reports to the Director of Youth and Amateur Activities
2. Attend or assist in the organization of a least one AjPHA event, activity, or fundraiser during your term. These activities may take place in person or online but needs to be recorded in your quarterly report.
3. If possible, attend the Youth Leadership Conference and AjPHA National Convention