

NDEP Position Description – Past-Chair

POSITION DESCRIPTION: The Past-Chair represents NDEP members.

TERM OF OFFICE: The Past-Chair must be an active member of the Academy and a member of NDEP. The Past-Chair will be elected by NDEP members as Vice-Chair and will complete a three (3) year term. He or she will serve the first year as Vice-Chair of the NDEP council. At the end of the term, the Vice-Chair becomes Chair and serves a one-year term. At the end of the term as Chair, the Chair becomes the Past-Chair and continues on the NDEP leadership team for a one-year term, completing the three years of service.

TIME COMMITMENT: The position of NDEP Past-Chair requires a time commitment of approximately 5-7 days each year for meetings and travel including participation in the face-to-face NDEP Council Meeting and Member Breakfast. Additional time is required for conference calls, correspondence, planning, writing reports, etc. Depending on committee appointments and NDEP's program of work, this time commitment may be greater.

RESPONSIBILITIES:

1. Serves the third year of a three-year term. Advances to Past-Chair position and serves one year after term as Chair is complete
2. Serves on the Leadership Team¹ and the NDEP Council².
3. Serves as the Chair of the Nominating Committee (with the regional directors and preceptor director) and establishes a yearly slate of elected officers.
4. Represents NDEP as a member of the Council on Future Practice.
5. Facilitates the collaborative development of policies for deliberation and action by the NDEP Council
6. Reviews and revises the NDEP Policy and Procedure Manual.
7. Performs other duties as designated by the NDEP Chair or Council.
8. Serves on the NDEP Mentoring Committee.
9. Will Attends one of the three Spring Meetings and provides the NDEP Report

¹NDEP Leadership Team: Chair, Vice Chair and Past-Chair

²NDEP Council voting members include: Chair, Vice-Chair, Past-Chair, Regional Directors, Delegate, Preceptor Director and Public Member. Non-voting members of the NDEP Council are the Academy organizational unit liaisons, staff liaisons and graduate student representative.