

AVAILABLE BOARD POSITION DESCRIPTIONS

What skills the APHA is looking for

APHA is looking for dedicated individuals that have experience in public health with demonstrated skills in, but not limited to, governance and strategic planning, communications and social media, policy analysis and development, community engagement, public health advocacy, government engagement, health equity, multi-sectoral/health-in-all policies approaches, fundraising, and financial management.

Vacant Board of Directors Positions:

President (1 position)

- Provides strategic leadership.
- Ensures the proper application of the bylaws, policies, and procedures of the Association.
- Acts as APHA spokesperson or authorize this role to other Board members as required.
- Is an ex-officio member of all Committees.
- Two-year term followed by two-year term as Past President.

President-Elect (1 position)

- In the absence of the President, assumes the duties and responsibilities of the President.
- Assumes the office of the President when the President's term of office expires.
- Two-year term followed by two-year term as President.

Treasurer (1 position)

- Ensures the receipt of funds and that proper accounting processes and procedures are used;
- Prepares and keeps financial books, records and the annual budget as directed by the Board;
- Performs other financial duties as shall be directed by the Board; and
- Serves on the Funding Committee.
- Finance experience, experience as a treasurer preferred, or at least one-year served as a Board member.
- Two-year term.

Secretary (1 position)

- Ensures the preparation and distribution of the minutes of the proceedings of all APHA meetings.
- Completes all meeting minutes and ensures that minutes and all correspondence are archived.
- Prepares and sends notices of meetings.
- Performs such other duties as shall be directed by the Board.
- Two-year term.

Director-at-Large (5 positions)

- Serves on at least one Board committee;
- Actively contributes to developing and achieving the Committee objectives.
- Performs other such duties as shall be directed by the Board.
- Two-year term.

Participation on Board Committees

All Board members are expected to participate on Board Committees, which are tasked-based committees that perform the work of the Board. Committees facilitate the division of work to be done. Committees include Governance, Membership and Communications, Public Issues, Funding and Partnerships, and Student. For more information on APHA Board Committees please see our [website](#).

Time commitment

The Board of Directors meets in-person or virtually 6 to 8 times per year. The average time commitment will depend on the Board role, but typically varies between 5-10 hours per month.

Board members and volunteers must be an APHA member in good standing. To become a direct member please visit our [website](#) or become a [conjoint APHA-CPHA](#) member.

Please note board recruitment is an ongoing process. If board vacancies occur or not filled, nominations are accepted throughout the year.

Contact

For more information, please contact APHA President, Angeline Webb at awebb@ualberta.ca.

