|  |  |
| --- | --- |
| **C:\Users\jpackham\Downloads\2016NPHA NEWLogoRevision_v2.png** |  |

|  |
| --- |
| **NPHA Governance: Statewide Board of Directors** |
| **Position and Current Occupant****(Date Term Expires)** | **Roles and Responsibilities** |
| **NPHA President** – 1 year term of 3 yearsCurrent: **Tara Nerida** (December 2023) | * Provide overall coordination of Affiliate activities
* Represent NPHA and be responsible for official NPHA correspondence
* Hold final authority for financial decisions
* Develop agendas for and lead NPHA Board meetings
* Monitor and update the NPHA Constitution, By-Laws, and Strategic Plan
* Appoint and direct ad hoc committees as necessary
 |
| **NPHA President-Elect** – 1 year term of 3 yearsCurrent: **Madison Lopey** (December 2023) | * Attend the NPHA Presidents-Elect training in Washington, DC
* Chair the Annual NPHA Conference Planning Committee and oversee conference-affiliated activities, including the Annual Public Health Awards and Student Scholarship Program
* Oversee the process for the annual election and appointment of positions.
* Receive and respond accordingly to info@nphaonline.org emails.
* Serve as the NPHA President in the year following the President-Elect term
 |
|  **NPHA Past President** – 1 year term of 3 years Current : **Shawn Thomas** (December 2023) | * Attend monthly board meetings and serve as ex-officio member of all committees
* Facilitate Presidential transition upon completion of term as President
* Provide leadership and counsel to the President and President-Elect
 |
|  **Vice President, Southern Nevada Chapter** – 2 year term Current: **Katarina Pulver** (December 2023) | * Develop agendas for and lead Chapter Board meetings
* Develop agendas for and lead Chapter meetings
* Serve as the Chapter liaison to the Board
* Serve on the Conference Planning Committee during the year that the conference is in his/her region
* Serve on other Affiliate committees as time allows
* Maintain communication with the NPHA Treasurer regarding Chapter expenses and memberships
 |
| **Vice President, Northern Nevada Chapter –** 2 year termCurrent: **Allison Genco** (December 2024) |
| **NPHA Secretary** – 2 year termCurrent: **Kavita Batra** (December 2023) | * Produce and disseminate minutes of Board meetings
* Manage NPHA correspondence and hold a key to the NPHA P.O. Box , unless previously agreed
* Maintain communication with the NPHA Treasurer to share financial and business information
* Maintain communication with the Chapter secretaries to share membership information
 |
| **NPHA Treasurer** – 2 year termCurrent: **Alyx Phillips** (December 2024) | * Maintain NPHA financial records and accounts
* Provide financial reports to the Board at regular meetings
* Oversee the NPHA Online Membership Database
* Deposit revenues and generate payments for approved invoices on a monthly basis (or as needed)
* Maintain documentation of all transactions (e.g., copies of receipts, deposit slips, bank statements)
 |
| **Affiliate Representative to the Governing Council** – 3 year termCurrent:  **Asma Awan** (December 2025) | * Represents the affiliate on the APHA Governing Council and maintains liaison with the ARGC's of other affiliates.
* Attends the Affiliate Leadership meeting, ARGC caucuses, and the two scheduled meetings of the Governing Council preceding and during the APHA Annual Meeting.
 |

|  |
| --- |
| **NPHA Governance: Northern and Southern Chapter Officers** |
| **Northern Nevada Chapter (NNC)****Position and Current Occupant****(Date Term Expires)** | **Southern Nevada Chapter (SNC)****Position and Current Occupant****(Date Term Expires)** | **Roles and Responsibilities** |
| **NNC Vice President –** 2 year termCurrent: **Allison Genco** (December 2024) | **SNC Vice President** – 2 year termCurrent: **Katarina Pulver** (December 2023) | * Develop agendas for and lead Chapter Board meetings
* Develop agendas for and lead Chapter meetings
* Serve as the Chapter liaison to the Board
* Serve on the Conference Planning Committee during the year that the conference is in his/her region
* Maintain communication with the NPHA Treasurer and NPHA Secretary regarding Chapter expenses and memberships
 |
| **NNC Secretary** – 2 year term Current: **Sara Hanafi** (December 2023) | **SNC Secretary** – 2 year term Current: **Vacant** (December 2024) | * Produce and disseminate minutes of Chapter Board meetings and general Chapter meetings
* Maintain current Chapter membership list by coordinating with the NPHA Secretary
* Assist with the planning and organization of Chapter meetings
* Support general operating of the Chapter
 |
| **NNC Members at Large** – 2 year term (two per chapter)Current: **Mitch Devalliere** (December 2023)Current: **Vacant** (December 2024) | **SNC Members at Large** – 2 year term (two per chapter)Current: **Vacant** (December 2023)Current: **Vacant** (December 2024) | * Surveys Chapter members to assess interest in topics and speakers
* Assist in Chapter membership recruitment
* Assist with planning and organization of Chapter meetings
* Serve on the Conference Committee during one year of his/her term
* Conduct other activities to be determined and as time allows
 |

|  |
| --- |
| **Northern and Southern Chapter Appointed Positions*****\*These positions are not elected, rather individuals apply and the Executive Board selects and appoints.*** |
| **Northern Nevada Chapter (NNC)****Position and Current Occupant****(Date Term Expires)** | **Southern Nevada Chapter (SNC)****Position and Current Occupant****(Date Term Expires)** | **Roles and Responsibilities** |
| **Undergraduate Student Representative-** 1 year termCurrent: **OPEN** (December 2023) | **Undergraduate Student Representative-**1 year termCurrent: **OPEN** (December 2023) | * Act as a liaison between undergraduate OR graduate students and NPHA
* Create or find relevant resources to post on social media platforms once per month
* Develop opportunities to connect sector to NPHA by end of term
* Coordinate a service activity
* Post events to website & schedule emailed reminders
 |
| **Graduate Student Representative-** 1 year termCurrent: **OPEN** (December 2023) | **Graduate Student Representative-** 1 year termCurrent: **OPEN** (December 2023) |
| **Health Promotion/Disease Prevention Representative-** 1 year termCurrent: **OPEN** (December 2023) | **Health Promotion/Disease Prevention Representative-** 1 year termCurrent: **OPEN** (December 2023) | * Act as a liaison between health promotion/disease prevention sector OR health care/clinical sector and NPHA
* Create or find relevant resources to post on social media platforms once per month Develop 3-5 opportunities to connect sector to NPHA by end of term
 |
| **Health Care/Clinical Representative-**1 year termCurrent: **OPEN** (December 2023) | **Health Care/Clinical Representative-** 1 year termCurrent: **OPEN** (December 2023) |
| **Mentorship Program Coordinator -** 1 year termCurrent: **OPEN** (December 2023) | **Mentorship Program Coordinator -** 1 year termCurrent: **OPEN** (December 2023) | * Coordinate mentorship program events and activities

  |
| **Member Recruitment and Engagement Coordinator -** 1 year termCurrent: **OPEN** (December 2023) | **Member Recruitment and Engagement Coordinator -** 1 year termCurrent: **OPEN** (December 2023) | * Identify recruitment development opportunities
* Actively promote NPHA to prospective members
* Engage new members
* Coordinate recruitment and engagement efforts with the NPHA’s Governance and Representatives to increase membership and social involvement
 |

*Updated: May 10, 2023*