

**Standard Work: Wisconsin IAFN Board of Directors**  
*President*

	<u>Responsibilities</u>
1	Act as the principal director of the Chapter
2	Facilitate all Board of Directors Meetings and WI-IAFN Quarterly Meetings
3	Supervise and direct the operation of the chapter
4	Make all decisions as to policy and otherwise which may arise between meetings of the Chapter Board of Directors
5	Delegate any necessary tasks to other Board members when needed or appropriate
6	Complete the IAFN Chapter Affiliation Agreement and submit to the IAFN by <b>March 1</b>
7	Complete Chapter Officer List Form immediately when officer changes occur and submit to the IAFN- Annual submission by <b>January 31</b>
8	Initiate the review and possible revision of the Wisconsin Chapter Bylaws by the Board of Directors and Chapter Membership as directed by the IAFN Bylaws.
9	Submit reviewed / revised Wisconsin Chapter Bylaws to the IAFN by <b>March 1</b>
10	Respond to all requests of the IAFN
11	Respond to all Chapter Emails in collaboration with the Chapter Secretary
12	Actively participate and assist in the planning of events organized by the Wisconsin Chapter.
13	Guide the development of the President Elect
14	Maintain and share necessary documents that will assist the upcoming President Elect as they enter into the President position
15	Work with the Chapter President Elect and Secretary with organizing and facilitating the annual election



16	Participate in collaborative committees, meetings, and relationships with professional partners as deemed appropriate.
17	Maintain active membership through the IAFN and the WI-IAFN

Reference Link: <http://www.forensicnurses.org/?page=ChapterRenewal>

Reference Document: *IAFN WI Chapter Bylaws- 2016*