Faculty Forum Leadership Job Description

Purpose of Faculty Forums
Faculty Forums are a primary knowledge asset of AUPHA as demonstrated by the intellectual and social capital that resides in these communities. The AUPHA Network offers members the ability to quickly and conveniently connect and share knowledge on many relevant, specific areas of interest through the Faculty Forums.

Role of Chair
- Sets the tone of the Forum and encourages participation in the online community.
- Directs discussions and ensures Forum abides by the Faculty Forum Policy and Guidelines and the AUPHA Online Code of Conduct
- Leads any project assigned to the Faculty Forum by the AUPHA Board
- Leads development of the agenda for the annual Faculty Forum session
- Attends Faculty Forum Leadership and Faculty Forum sessions

Role of Chair Elect
- Encourages participation in the Faculty Forum online community
- Assists Chair as directed with projects and Faculty Forum session agenda
- Attends Faculty Forum Leadership session and Faculty Forum sessions
- Succeeds Chair at the completion of her or her term.

Terms of Office
The term of office is one non-renewable term of two years, starting January 1 and ending December 31.

Timing and Frequency of Meetings
The Faculty Forum holds at least one virtual meeting in conjunction with AUPHA. The Faculty Forum can develop and schedule additional virtual meetings if they so choose.

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