



## **Faculty Forum Leadership Job Description**

### ***Purpose of Faculty Forums***

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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***

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- Sets 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 given to the Faculty Forum by the AUPHA Board
- Leads development of the agenda for the Faculty Forum session during the AUPHA Annual Meeting.
- Attends Faculty Forum Leadership session and Faculty Forum session at the AUPHA Annual Meeting.

### ***Role of Chair Elect***

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- 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 session at the AUPHA Annual Meeting.
- Succeeds Chair at the completion of her or her term.

### ***Terms of Office***

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The term of office is one non-renewable term of two years, starting July 1 and ending June 30.

### ***Timing and Frequency of Meetings***

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The Faculty Forum meets once each year at the AUPHA Annual Meeting.