



HAITIAN AMERICAN NURSES ASSOCIATION OF FLORIDA, INC.

Section:	Policy & Procedures: TRANSITION OF LEADERSHIP		
	Issued: 03/2023	Revised:	Page 1 of 1

Purpose: The purpose of this policy is to ensure a streamlined process for a smooth transition from one Elected Board Administration to the next.

Policy: It is the responsibility of all the Board of Directors to ensure that this process is implemented.

Procedures:

ROLE OF OUTGOING ADMINISTRATION

- The outgoing board is to work closely with the incoming board once elected.
- The outgoing President is to assist the incoming President with the planning of the Nurses Week Service and Leadership Retreat.
- The outgoing and incoming board members will schedule a time for the transfer of the association’s documents and possessions.
- The bank transition is to take place within two weeks after sworn-in of the new board.

ROLE OF INCOMING ADMINISTRATION

- The incoming board is to work closely with the outgoing board once elected.
- All committee chairs and co-chairs positions are vacant at the term of each presidency. Therefore, the newly elected President with the assistance of the newly elected Board will appoint all chairs and Co-chairs for all committees.
- The newly elected President can decide to meet unofficially with the newly elected board members in order to plan for upcoming activities and events.
- The Parliamentarian and Historian positions are to be reappointed by the President, newly elected board members and Board of Directors.

Approved by:	Board of Directors
--------------	--------------------