



AMERICAN ASSOCIATION FOR PUBLIC OPINION RESEARCH

AAPOR Executive Council – General Responsibilities

1. Attend regular meetings of the AAPOR Executive Council. Be accessible to council colleagues and AAPOR staff for phone/email consultation.

Note: The Executive Council meets monthly, which typically includes five in-person meetings (Jan, Mar, May, Jun & Sept). The other meetings typically are two-hour telephone conference calls. One of the in-person meetings takes place onsite at the annual conference location the day before the conference begins. The in-person meetings are generally held at locations easily accessible by the majority of council members – Washington DC and the AAPOR headquarters office in the Chicago suburbs. The Council meeting schedule is generally determined well in advance to allow for planning.

2. Represent the general membership. Actively promote the benefits of AAPOR to insure retention of existing members and aid in recruiting new members.

3. Provide leadership to Council committees and task forces. This requires a number of telephone meetings per year plus individual committee task completion time.

4. Understand the budget and take an active part in reviewing, approving, and monitoring the budget. Actively support the revenue-generating activities to meet it.

5. Prepare in advance for decision-making and policy formation at Council meetings; take responsibility for self-education on the major issues before the Council.

6. Review and act upon committee or staff recommendations brought to the Council for action.

7. Participate in strategic planning and leadership development, which may include expanding one or more of the four in-person meetings by a day or half day.

8. Actively promote AAPOR and encourage and support the chief executive and staff.

9. Submit travel and related expenses for reimbursement in a timely manner and consistent with established policy.

10. Willingly offer personal and professional skills, relationships and knowledge for the advancement of AAPOR.

Statement of willingness to serve: If selected by the Executive Council, I agree to stand for election. I am an AAPOR member in good standing and my dues are current through December 2019. I have read the Executive Council job descriptions and I understand the responsibilities and the time commitment required of me. I am aware that this statement of general responsibilities is an expression of good faith and provides a common ground upon which Council members can operate. I understand that Council members have a legal obligation of duty, care and loyalty to serve AAPOR members. I welcome this commitment and I am unaware of any real or potential conflicts of interest that would prevent me from serving AAPOR in an elected capacity.

Print name/Sign/Date

Note: Agreement is required for final consideration

Please return by email or fax no later than 11/14/19 to Adam Thocher, AAPOR Executive Director
Email: athocher@aapor.org; Phone: 847.686.2230 ext. 1117; Fax: 847.686.2251