

## **PRESIDENT-ELECT JOB DESCRIPTION/RESPONSIBILITIES**

**The President-Elect is an elected official of the Association and serves for a one-year term, which is from Annual Meeting to Annual Meeting. The President-Elect is a member of the Executive Committee. Said Committee approves presidential appointments, acts in an emergency for the interests of the Association, and has the authority to spend amounts as authorized by the Board of Directors. (Article 6, Paragraph 1)**

- Is a member of the Board of Directors. Said Board transacts all business submitted to it by the President and authorizes payment and approves expenditures of the members of the Board that are deemed necessary to properly perform their duties, if such funds are available. (Article 6, Paragraph 2)
- Serves on the Membership Committee along with all of the Circuit Representatives. Said committee promotes membership and membership retention. (Article 7, Paragraph 3(f))
- Provides input and guidance for the committee chairs in the preparation of the operational budgets, especially the Conference Planning/Site Selection Committee. (Standing Rule #5)
- Serves as Chair of the Long Range Planning Committee and is responsible for updating the Long Range Plan and officer and committee job descriptions/responsibilities.
- Will help the President with the committees, such as keeping in touch with the chairs to send the quarterly reports to the President, and making sure they are active committees.
- As Chair of the Long-Range Planning Committee, will prepare and transmit to the President the Long-Range Planning Committee report to be included in the Annual Business Meeting booklet (distributed to those attending the Annual Meeting).
- Print/bring/display the Committee sign-up sheets at the Annual Meeting.
- Assumes the duties of the President in such officer's absence.
- Performs those tasks specifically assigned by the Executive Committee and/or Board of Directors.