



President Elect Position Description and Responsibilities

The President-elect assumes all duties and responsibilities of the president in the absence or incapacity of the president. The President-elect serves as Conference Chairperson and the Bylaws Chairperson. The President-elect succeeds to the President. The President-elect serves on the budget committee.

Bylaws

Review and edit bylaws as needed. There are usually 1-2 changes per year. The following:

1. Send out bylaws to committee members during the 1st quarter of the year asking them to do a general review (30 min)
2. Conduct edits as approved by the Board. (30 min)
3. Email edits and changes to Board members (10 min)
4. Send updated bylaws to Webmaster (5 min)

Conference

The President Elect is responsible for being a good steward of our resources. In this role you are given autonomy to make budget decisions within the parameters of the current budget. However, the President Elect will need to discuss and request approval from the Board before signing any contracts or purchasing anything that is outside the set budget. This includes, but is not limited to contracts with speakers and hotels.

See the timeline for more details on the tasks involved with the conference. As you follow the timeline your monthly commitment (not including attending the conference) is approximately 2-8 hours per month.

Following the timeline and creating a strong committee will prevent you from having a lot of last minute emergencies. Delegating many of the tasks is key to keeping your time commitment to 2-8 hours per month.

Budget Committee

- Very minimal 1-2 hours total and that occurs toward the end of the fiscal year.

Board Meetings

- You are asked to make every effort to attend these meetings we cover a lot of important items. Your feedback, insight and expertise are vital to us making sound decisions that impact our members.
- Attend 3-4 conference call Board Meetings usually 2 hours in length.
- Attend at least 2 in-person Board Meetings. Conference Board Meeting is usually 2 hours and the other is usually a 6 hour meeting.