

## **Board of Trustees - President-Elect**

### **Bylaws: ARTICLE VI - Duties of Officers, Section 2.**

- A. The President-Elect shall perform such duties as may be assigned by the President, the Executive Committee, or the Board of Trustees.
  
- B. The President-Elect shall immediately assume the office of President immediately following the adjournment of the annual meeting of the House of Delegates in the year subsequent to his/her election to the office of President-Elect or, in the event of a vacancy as outlined in ARTICLE V, Section 4E.

### **Commentary:**

The primary role of the president-elect is to serve at the discretion of the president and to act as the apprentice for the role of president. Additionally, it is responsibility of the president-elect to build the incoming leadership team to support the strategic plan goals for the upcoming year.

- Strategic Planning:
  - Determine any task forces that should be created or continued during the year as president.
  - Identify goals and objectives for upcoming year as president
  - Determine theme for year as president
- Periodic conversations with the CEO
- Travel as requested to local and state chapters
- Prepare to accept the role as president at the annual convention with a brief presentation to membership.
- Respond to member inquiries and complaints.
- Meetings:
  - Board of Trustees
  - Executive Committee
  - Committees assigned per Executive Committee liaison responsibilities
  - Budget Meeting (September or October)
  - Annual Convention
  - Capitol Conference
- Arrange for gift to outgoing president
- In the absence of the president, chair Board and Executive Committee meetings.
- Communications:
  - Executive Committee liaison assignments (March)
  - Personal correspondence to membership
- Provide for the accountability of leadership



- Member at Large: approve the members at large upon recommendation of the committee chairs (June)
- ABS: Arrange for a photo for the June cover of the incoming president's issue and respond to interview questions