

## President-Elect Position Description

**Term:** One year (from installation through the following year's installation)

**Presidential Cycle:** President-Elect term falls at the start of a three (3) year cycle. The first year serving as President-Elect; the second year as President, the third year as Immediate Past President. Afterward moving onto the Past President's Counsel.

**Serves as Board Liaison to:** Conference Subcommittee & Leadership Academy Subcommittee

### Additional Responsibilities:

1. Serve as the President in the absence of the President.
2. Succeed to the Presidency upon expiration of the incumbent's term.
3. Make recommendations for nominations of open leadership positions to President, including Chair and Co-Chair positions.
4. Develop and conduct an Orientation Session with the Executive Director for current, incoming and interested leadership.
5. Review Organizational Handbook to make recommended changes and present for approval in accordance with Annual Operations Calendar.
6. Handle additional responsibilities and tasks as assigned by the Board of Directors.