BOARD OF DIRECTORS – POSITION DESCRIPTION

President-Elect

Revised January 2020

Position serves under the Board of Directors, Executive Committee as an Officer.

Purpose: To assist the president in presiding over board and executive committee meetings, the board president-elect has a variety of responsibilities. The president elect works with the President, Executive Director, board, staff and members to further the organization’s mission.

Term:

- An elected position by the Membership. Elections for officer positions are held at the Chapter’s Annual Training Conference (ATC) every even numbered year.
- Following a 2 year term as President-Elect, serves a 2-year term as the President.

Annual position requirements:

The President Elect, in conjunction with the president, conducts an annual review of the organizational performance and effectiveness, including a performance review of the Executive Director. In addition, the President-Elect:

- Attends all meetings of the Chapter's Executive Board.
- Assists the President in supervision/performance review of the Executive Director.
- May act as a spokesperson for the Chapter to the public, press, legislative bodies, and other related organizations.
- Monitors Chapter expenditures to assure operation within the annual budget.
- Promotes active participation in the Chapter on behalf of the membership.
- Conducts Board exit interviews with the President.
- Coordinates the Member Exchange Program with Western and Rocky Mountain Chapters for ATC.
- Performs duties that of the President, as needed, and as delegated by the President.
- Shadows the President to learn and understand the President role prior to filling it.
**Key Documents:** Chapter By-Laws, Chapter Strategic Plan, Education Plan, Investment Policy and other plans as adopted by the Board.

**Committees:** The President Elect may participate and influence chapter committees.

- Member of PNW-ISA’s Investment Committee with the Executive Director, Treasurer and Governance Director.