

INTEREST SECTION/BRANCH CHAIR Elect:

Elected by the members of their interest section in accordance with their section BY-LAWS to serve for a period on (1) year.

DUTIES AND RESPONSIBILITIES:

The Chair Elect shall:

- ◇ The duties and responsibilities of the Chair Elect shall include assisting **communication** between the Chair and the membership; shadowing the Chair at meetings and learning the job of the Chair. The responsibilities of the Director shall NOT include directing the business of the Interest Sections or of the Association Standing Committees
- ◇ Coordinate with the Interest Section chairpersons the professional development at the District Workshops
- ◇ Attend all District meetings and other meetings as assigned by the District Director
- ◇ Submit news articles to the Association magazine
- ◇ Work with the Director in Proposing goals and objectives for the year and budget
- ◇ Review the Board Manual
- ◇ The District Director Elect will work with the District Director to learn the duties of District Director
- ◇ The District Director-Elect shall act as the Secretary/Treasurer of the District, and shall become familiar with the workings of the District
- ◇ The District Director-Elect shall assume the duties of the Director if the Director should leave office before completing full term
- ◇ The District Director Elect is responsible for becoming familiar with the District members and the TRPA committees in preparation for making appoints for the following year
- ◇ The District Director Elect will become familiar with the district workshop process and the professional development requirements of TRPA