

PRESIDENT ELECT:

Elected by the membership for a term of (1) year and then becomes PRESIDENT. Charter, Article V: Section 2. Election procedures: By-laws, Articles VIII.

CHARTER AND BY-LAWS ENABLING BASIS:

Charter, Article V: Section 1-2	(Term of Office)
Charter, Article VI: Section 1	(Member of Executive Board, voting privilege)
Charter, Article VII: Section 5	(Appoints Conference Program Chair)
By-laws, Article V: Section 3	(Duties and responsibilities)
By-laws, Article VII: Section 14	(Active member of the personnel committee)

DUTIES AND RESPONSIBILITIES: (from By-laws and Charters)

- Attend all Executive Board meetings
- Become familiar with duties of the President
- Appoint the Conference Program Chair for the Annual Conference held during your term of office
- Serve as active member of the Personnel Committee

OTHER DUTIES:

- ◇ Appoint the Legislative Chair for the Legislative session held during your term of office
- ◇ Serves as the Association parliamentarian and keep the manual of procedures current
- ◇ Shall be prepared to assume the duties of President and to present his committee appointments with suggested goals and objectives at the first Executive Board meeting
- ◇ Conduct President's assembly prior to Annual Conference, so board is ready to begin immediately upon installation.
- ◇ Submit annual report to President at least 30 days prior to annual meeting
- ◇ Submit news or articles to Association magazine
- ◇ Submit goals and objectives for the year by the President's Assembly
- ◇ Prepare annual budget by the President's Assembly
- ◇ Review entire Board Manual for thorough understanding of Association goals and procedures
- ◇ Order Past President's plaque