



## **PRESIDENT-ELECT**

The duties of the President-Elect include functioning as a member of the Executive and assuming the following specific tasks:

### **Administrative**

1. Assumes duties as delegated by the President.
2. Assumes responsibility for Scholarship Program.
3. Exercises the duty and power of the President, during a period when the President is absent or incapacitated.
4. Keeps Operations Manual up-to-date in conjunction with Secretary and staff.
5. Serves as a member of the Research Committee.
6. Assumes responsibility for the Conference Grant Committee.
7. Assumes responsibility for other programs, as required by the Association.
8. Serves as a member of the political advocacy committee and acts as a liaison between the committee and the Board of Directors.
9. Serves as member of Conference Planning Committee and acts as liaison between the committee and the Board of Directors

### **Financial**

1. Contributes to the financial planning and budgeting process for the Association.

### **Meeting Preparation, Conduct and Follow-up**

1. Completes designated tasks in follow-up from meetings.