

PRESIDENT-ELECT

TERM OF OFFICE

The President-Elect shall be elected in the off year to serve for one year as President-Elect and shall serve the following two year as President or until a successor has been elected (as stated in bylaws).

QUALIFICATIONS

1. Must have served on the Association's Executive Board.
2. Attended two or more Annual Sessions.
3. Experience in organizational leadership and management.

DUTIES OF THE PRESIDENT-ELECT

1. Be responsible for implementing the Strategic Plan or other association plan.
2. Perform all the duties of the office of the President in the event of absence, disability, or at the request of the President.
3. Attend Regional Leadership Workshop sponsored by JCEP.

ADDITIONAL RESPONSIBILITIES INCLUDE

1. Attend/participate in all association board meetings.
2. Read the VEAFCs Bylaws, Standing Rules, Rules Of Order, Board Policies and Procedures, and the Strategic Plan.
3. Keep the Policies and Procedures current and notify the appropriate person(s) of changes. Send electronic version of current Administrative Manual to VEAFCs webmaster.
4. Keep the Administrative Manual current, publish, and then distribute to all members of the Executive Board.
5. Annually join one NEAFCS Committee Task Force of your choice.
6. Serve as a member of the Annual Session Program Planning Committee if requested.
7. Assume all duties assigned by the President.
8. Submit budget requests to the Finance Committee Chair by the designated deadline.
9. Remind Vice Presidents as well as other Board members to send budget request to the treasurer by the specified date.
10. Prepare budget request and sent to Treasurer.
11. Submit an Annual Report to the President for report to Members/Annual Report.

Job description 2004