

# **PRESIDENT- ELECT**

## **JOB DESCRIPTION**

### **BYLAWS OF ASSISTANCE LEAGUE® OF SALT LAKE CITY**

#### **Article 6 Officers and Their Duties**

##### **6.02 President-Elect.** The President-Elect shall:

- (a) Serve as President the year following the term of office as President-Elect;
  - (b) Be authorized to sign checks with the President, Treasurer or Recording Secretary;
  - (c) Be, ex officio, a member of all committees except the Nominating Committee;
  - (d) Be the House Operations Committee representative to the Board; and
  - (e) Report at meetings of the Board and membership.
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#### **General Board Responsibilities**

The President-Elect shall:

1. Attend Board meetings in a voting capacity and submit required reports to the President and the Board.
2. Maintain a President-Elect procedure book and/or electronic records file.
3. Prepare and submit a year-end Final Report to the President by the specified deadline. Place in the President-Elect procedure notebook and/or electronic records file and Master Data File.
4. Submit job description changes to the Bylaws Chairman in accordance with Bylaws 8.02 (f).

#### **Specific Position Responsibilities**

The President-Elect shall:

1. Serve in the absence of the President.
2. Serve, ex-officio, as a member of all committees except the Nominating Committee.
3. Serve as the House Operations Committee representative to the Board. If appointed as House Operations Chair (by the President), see additional duties under House Operations Job Description.
4. Serve as a chapter delegate to the National Assistance League Annual Meeting and attend special meetings of the National Assistance League.

5. Advise incoming Board members of the location and time of Joint Board Meeting.
6. Arrange for a gift of appreciation for the President.
7. Select time and location of Board training and notify incoming Board members.
8. Annually review the chapter's Risk Management Plan and insurance policies.
9. Maintain the master meeting schedule/room use.
10. Retrieve and respond to voice mail messages left on the Chapter telephone system in a timely manner.
11. Participate in the annual inventory of all Chapter House property.

Technology: Microsoft Word and Excel, email