

## **Duties of the President Elect**

The primary role of the President Elect is to assume the responsibilities of the Vice President in the event of her/his absence. Often, the President Elect also carries out special assignments as requested by the president or Board of Directors.

### **Procedures:**

1. The President Elect is in the successor to the Presidency.
2. Be willing to become the President in the coming year.
3. The President Elect is a voting member of the Board of Directors.
4. Attend all Board Meetings when possible
5. Familiarize self with Minutes, Financial Report, and Agenda, monthly.
6. Be responsible for duties as requested by the President or Board of Directors.
7. Be ready to assume the duties of the President in the event of his/her absence.