SECTION 9

PRESIDENT-ELECT

**PRESIDENT-ELECT RESPONSIBILITIES**

1. The President-Elect shall preside at meetings in the absence of the President and shall assist the President as requested.
2. In the event that the office of President becomes vacant, the President-Elect shall fill the unexpired term as President.
3. The President-Elect shall be the Chairman of another committee.

# TIMELINE

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| MONTH | ACTION ITEM |
| Ongoing | * Provides assistance to President on agenda for each Board meeting/teleconference. * Chairs a Committee and reports progress to the board at regular meetings. |
| After FBM | * Contact prospective new Board members and start to develop a relationship with them |
| January | * With assistance from Executive Secretary:   + Order a plaque for the outgoing President   + Print certificates with suitable frames for outgoing board members |
| February | * Contact prospective new Board members and invite them for an informal meeting with incoming President after the Annual Business Meeting but before the Organizational Board Meeting. |
| March | * Present the President’s plaque at the Annual Business Meeting. * Prepare meeting and teleconference schedule for the upcoming year. * Purchase a gift from the Board for the outgoing President and present it at the Organizational Board Meeting. * Prepare agenda for Organizational Board Meeting. * Coordinate with President on planned RLS activities. * Review policies and procedures and make any proposed changes based on previous year’s experience. * Review and update New Board Member Handbook as necessary. |
| March/April | * Provide orientation to new Board members, preferably to occur prior to Organizational Board Meeting. |