

## Section 2. The President Elect

### *General Responsibilities:*

He or she shall:

- ◆ Succeed to the office of President at the expiration of the President's term, or earlier if the office becomes vacant for any reason.
- ◆ Submit a written report two weeks prior to each Board of Directors meeting.
- ◆ Provide a written summary report two weeks prior to the annual meeting on the activities and accomplishments of the office and recommendations for the next year.
- ◆ Write a "President Elect's Perspective" article for each edition of the NDAPA newsletter, *The Review*.
- ◆ Seek new potential leaders.

### *Committee Responsibilities:*

He or she shall:

- ◆ Serve as chair of the ad hoc Leadership Development Committee/Task Force (planning the Annual Leadership Retreat/Strategic Planning Session).
- ◆ Serve on the ad hoc Financial Advisory Committee (planning annual budget).
- ◆ In the absence of both the President and Vice President, the President Elect shall assume the duties of the President.
- ◆ Serve as the Board of Directors' advisor to assigned committees.

### *Attendance Responsibilities:*

He or she shall:

- ◆ Attend all Board of Directors meetings.
- ◆ Attend Leadership Retreat/Strategic Planning Session.
- ◆ Attend AAPA's Capitol Constituent Organization Workshop (CCOW)
- ◆ Attend applicable AAPA regional meetings.

### *Abstract:*

*The President Elect is a full voting member of the board and advises various committees, as assigned. He or she also chairs the ad hoc committee on Leadership Development and serves on the Financial Advisory Committee. This office is designed to facilitate a smooth transition of leadership for the organization. The President Elect should work closely with the current President on every endeavor to learn all duties of the Presidency. Therefore, this office is primarily a learning experience. However, the President Elect will*

*assume the duties of the President in the event of an absence or vacancy. A qualified candidate for this office will need to possess the same skills requested of the President. The President Elect may also be asked to perform additional duties at the request of the President and/or the Board of Directors. The President Elect should also prepare a final report of the year's activities of the office which includes recommendations for the following year.*

*This position requires approximately 10-12 hours a month. Skills/experience needed to successfully serve in this position include the following:*

- ◆ *Previous Board of Directors experience (recommended)*
- ◆ *Facilitation Skills*
- ◆ *Knowledge of how to run a Board of Directors meeting*
- ◆ *Leadership Skills*
- ◆ *Dedication*
- ◆ *Multi-tasking Skills*
- ◆ *Communication Skills*
- ◆ *Innovative*
- ◆ *Organizational Skills*
- ◆ *Timeliness in completing projects*
- ◆ *Delegation Skills*
- ◆ *Diplomacy Skills*