

President Elect

The President-Elect role is a leadership and learning position. It supports the President in planning, executing, and ensuring continuity of chapter initiatives, strategic goals, and operations. The role ensures smooth transition and provides backup for the President when needed.

Key Responsibilities

- **Support the President**
 - Assist in executing the President's agenda, strategic priorities, and chapter goals.
 - Serve as a sounding board / adviser to the President on key decisions.
 - Collaborate on planning major events, programs, and initiatives.
- **Leadership Preparation**
 - Become thoroughly familiar with chapter operations, bylaws, strategic plan, budgets, committees, previous years' performance.
 - Participate in or lead projects that will help prepare in the leadership track (for example, special committees, strategic initiatives).
- **Preside in Absence**
 - Conduct meetings (Board, general membership) in the President's absence.
 - Be ready to step in temporarily if the President is unavailable.
- **Committee / Program Oversight**
 - Chair or co-chair major committee(s) or initiatives (as assigned), helping ensure alignment with the chapter's strategic plan.
- **Stakeholder Engagement**
 - Represent the chapter at external events / meetings when President is unavailable.
 - Build relationships with members, sponsors, allied professionals, and volunteers to ensure continuity and strengthen networks.
- **Governance**
 - Be well-versed in the chapter's bylaws, policies, roles & responsibilities of officers, committees.
 - Help review and recommend changes if needed to bylaws, operating procedures, governance practices.
- **Transition Planning**
 - Work with the outgoing President and Executive Director/staff to ensure a smooth handover of responsibilities, documentation, contacts, and ongoing initiatives.
 - Help plan for the upcoming year (budget, programs, events) so that the incoming President starts with clarity and momentum.