

## **PRESIDENT ELECT**

### **FUNCTION:**

To assist the President and prepare to assume the presidency in the succeeding year.

### **DUTIES:**

See Articles IV, V, VI, and VII of By-Laws for term of office, meetings, Executive Board membership and committee responsibilities.

Serve as the presiding officer of the Association in case of absence or incapacity of State President.

Act as Parliamentarian at all Executive Board meetings.

Select Co-chairs for the next conference, and serve on the Conference Planning Committee.

Update the Conference Handbook as necessary.

Participate in evaluating employees as per employee contracts.

Work with the Vice Presidents of Organization, Professional Development, Legislation, and Educational Technology and the State Treasurer as a member of the Budget Committee to prepare a working budget prior to the beginning of the new fiscal year and to present it to the Executive Board for approval.

Submit written report for final Executive Board meeting

Coordinate the Presidents' Award Committee.

Develop and maintain files of regular reports, correspondence, and other items deemed appropriate for the archives throughout the term of office. Within one month of leaving office, forward all files created during term to newly elected President Elect. Within one month of leaving office, forward all files received from predecessor to the History and Archives Committee.