



Position Description

Chapter President-elect

The chapter president-elect has the responsibility and authority to accomplish the following duties.

- Assumes the duties of the chapter president in his or her absence
- Serves as a voting member of the chapter board of directors
- Performs duties assigned by the chapter president that may include serving as chair of one or more of the chapter's committees or task forces
- Assists the chapter president in the performance of his or her duties
- Attends the chapter's annual meeting and special meetings as requested by the chapter president
- Represents the chapter with other associations or organizations as requested by the chapter president
- Chairs the chapter's Strategic Planning Committee and is responsible to ensure that the strategic planning process proceeds in an effective manner
- Participates in training necessary for orientation as the chapter's future president
- Appoints committees and task forces for the fiscal year of his or her presidency, relying on input from a cross-section of chapter members
- Supports the mission, policies and programs of the Society and chapter as adopted by the Society and chapter boards of directors
- Prepares the chapter's annual workplan and budget, and its presentation to the chapter board for its review and approval
- Ensures that all chapter communications are in accordance with ASID organizational messages and strategic direction

ROLES AND RESPONSIBILITIES

The basic functions of an ASID president-elect are: to assume the responsibilities of the chapter president in his or her absence; to assist the chapter president in carrying out the functions of that office and perform specific duties delegated by the chapter president; and to facilitate the chapter board in understanding its role and responsibilities. This position shall be used as orientation for the future chapter presidency.