

## **President-Elect**

Officer; 1-Year Term

The President-Elect stands ready to fill in for the President in their absence. In addition, the President-Elect shall have all the powers and be subject to the same restrictions as the President. The President-Elect assists the President in overseeing the board and serves as an additional resource for all positions and committees. The President Elect must have served on the Board previously.

### **Duties and Responsibilities**

- Attends all monthly board meetings, luncheon programs and other chapter events.
- Supports the President, as needed, in overseeing the chapter activities.
- Attends all other committee meetings, as available, to participate in recommendations and solutions for Chapter improvement.
- Registration and payment to all chapter event is not required.
- Assists in serving as liaison to affiliated organizations.
- Attends the SMPS Chapter Leadership Symposium (CLS) in the spring (costs paid by Chapter and HQ); and the National Conference in the summer (registration paid for by SMPS; all other expenses are the responsibility of the President-Elect).
- Actively seeks nominees and candidates for the Board, evaluates eligibility, and chairs the-Nominations & Elections Committee to slate new Board.
- Prepares conceptual plan for upcoming year.
- Works with president each spring to update the Chapter Management documents.
- Plans and hosts a planning retreat for upcoming year at location of choice.

### **Committee**

Chairperson for the Elections and Nominations Committee; Member of Executive Committee