



# AZ ASSE

## Executive Board – Position Description

### **President-Elect**

- 1) Service.
  - a) Term is for one year, July 1 to June 30.
  - b) Multiple terms are allowed through succession.
  - c) May not establish committees.
  - d) Position is succession from Vice President as outlined in the AZ ASSE Bylaws.
- 2) Purpose.
  - a) Provide direction to the Chapter that is consistent with the Chapter's Bylaws as well as the Society's Mission and Vision Statements, Goals, and Code of Professional Conduct.
- 3) Goals.
  - a) In the absence of the President, serve as the Acting President.
  - b) Supervise the activities of all assigned committees.
  - c) Perform other duties as assigned by the President or Executive Committee.
  - d) Attend ROC or AOC meetings, as needed.
  - e) Attend the annual ASSE Leadership Conference, as needed.
  - f) Start planning the upcoming chapter year by December of the President-Elect (Vice President) year.

- g) Assist the President in completing the Chapter Operations, Strategic Planning & Annual Performance Reporting Tool, Chapter of the Year Petition, long-range goals, and Bylaws review.
- h) Ensure an orderly transition and transfer all chapter records to the succeeding President-Elect (Vice President).
- i) Assist in conducting a pre-planning meeting before the first meeting of the Chapter year.
- j) Maintain Chapter Affiliate Agreement.
- k) Maintain Chapter Incorporation.
- l) Assist in submitting annual performance report.
- m) Submit required chapter report to RVP and AD for each AOC and/or ROC meeting.
- n) Ensure that Sections of the chapter meet at least (4) times per year.
- o) Act as monitor of all deadlines to ensure that the Chapter meets all minimum criteria for charter retention.