

## **JOB DESCRIPTION PRESIDENT-ELECT**

### Member of the Board

As a member of the Board, is expected to attend regular and special Board meetings; the President-Elect is additionally expected to assist the President and the Board in Chapter management.

### Preparation for Office of President

An effort is to be made by the President to include the President-Elect in selected Chapter and ALA International activities to not only assist the President and the Board in Chapter management, but to familiarize the President-Elect with the duties of the office of the President in preparation for the President-Elect to assume those duties and responsibilities the next Chapter year.

### Succession to Office of President

Succeeds to the office of President for the remainder of the Chapter Year should the President be unable to complete his/her term of office.

### Annual ALA-Sponsored Chapter Leadership Institute

Attends the ALA Chapter Leadership Institute in June along with the President, with the Chapter paying for all expenses for the President-Elect's attendance, if Chapter finances are available, in an amount to be approved in advance by the Board.

### Reconciliation of Financial Records

On a monthly basis, receives from the Treasurer copies of bank statements, and any other records and reports necessary, for reconciliation and verification of the Chapter's financial records.

### Coordinator - ALA Teleseminars

Depending upon the educational programs scheduled and the needs of the members, recommends to the Board Chapter sponsorship of ALA teleseminars, arranges for and registers the host site, and provides notice of the teleseminar to the general membership.

### Election of Officers

Accepts nominations for officers from the general membership and is responsible for mailing ballots for the election of officers under the term in which he/she will serve as President.