President Elect

1 Year Position

**Position Overview**

The President Elect will assist the President in all administration functions and will fulfill/assume presidential responsibilities in the event of the absence of the President or inability to complete the term of office. The President Elect shall succeed the President.

**Essential Job Functions**

* Ensure meeting speakers are secured for all monthly chapter meetings with the assistance of the other board members
* Obtain RCH credit approvals for monthly Chapter meetings
* Work with the Technology officer to create Monthly Meeting events on the Chapter website and send out invites
* Oversee Secretary to ensure minutes are taken, documented and posted on the Chapter website
* Oversee Treasurer to ensure monthly treasury reports are created and posted on the Chapter website
* Approve President’s spending and other spending when President is not available
* Run monthly Chapter meetings in the absence of the President
* Collect nominations for new officers each year in April/May for June start dates
* Create the Poll for the new officers in May
* Review Chapter Bylaws to ensure accuracy
* Assist the President with overseeing any Chapter committee (NPW Chair unless another one is found)
* Assist the President whenever necessary
* Chapter Monthly Meeting Job Functions
* Stand in for the President and preside over meetings when President cannot attend
* Coordinate at least one meeting a year as the monthly chapter host

**Requirements**

* Attend monthly Chapter meetings
* Attend scheduled Board meetings
* Be a member of the local Chapter in good standing
* Be a member of the National APA in good standing
* Three-year commitment - Must commit to President position the following year and Past President the next year

**Other Skills/Abilities**

* Must have leadership abilities
* FPC or CPP preferred

**Time Commitment**

* 3 hours a month not including meetings
* Monthly Chapter meeting
* Monthly Officer meeting

NOTE: This job description is not intended to be all-inclusive. Officer may perform other related duties to meet the ongoing needs of the organization.