

POSITION DESCRIPTION: PRESIDENT-ELECT



Basic function: The President-Elect functions as a President-in-training. The President-Elect supports the current President, works toward organizational goals, provides continuity, and begins to formulate plans for his or her term.

Specific duties:

The President-Elect

- assumes the responsibilities of the President in his or her absence;
- becomes familiar with the Association's vision, mission, and goals, as well as with its governing documents and operational structure;
- becomes knowledgeable about the duties and responsibilities of the President;
- makes recommendations to the President for committee appointments;
- accepts responsibilities delegated by the President;
- identifies, cultivates, and recruits future leaders for the Association including co-coordinate the CASE Future Leadership event;
- represents the Association at functions; writes articles for newsletter;
- serves as a member of the Executive Committee;
- serves as delegate to NSTA Congress once during the two-year term as President Elect;
- serves on the Legislative Oversight Committee