

PRESIDENT-ELECT DUTIES AND RESPONSIBILITIES

1. Prepare to assume the office of President after a one -year term.
2. Fill the office of President should that office become vacant, with the title of President-Designee, and subsequently fill the office of President for the regular term as is entitled the President-elect.
3. Perform such duties as may be delegated by the President.
4. Serves as leader for the sharing session held prior to the meeting.
5. Serve as a member of the Board of Directors.
6. Serve as Parliamentarian and become familiar with Robert's Rules of Order.
7. Become familiar with the organizational structure of the Chapter and National Organization.
8. Become familiar with Chapter and National Bylaws.
9. Serve as Chairman of the By-laws Committee (computer disc with historical and current content in notebook)
 - a. Review By-laws annually (suggest initiating review in July with final approval by October). Check with the national office for any proposed changes.
 - b. Submit committee recommendations in By-laws format to Board of Directors for review.
 - c. Submit proposed changes to membership at least thirty days prior to voting. This may be done by mail or at a regular meeting
 - d. Submit approved changes to the National By-laws Committee for approval according to guidelines provided by this committee.
 - e. Submit copy to Regional By-laws Representative (I did this by e-mail)
 - f. Give hard copy of revised By-laws to President, President-elect and Nomination Chairman.
 - g. Make three computer disc copies of revised By-laws so it can be available to Nomination Chairman if he/she does not have a hard copy already, for the Historian if changes made; keep one copy for By-laws notebook
 - h. Maintain By-laws notebook and transfer to new President-elect.
9. Facilitate each officer/representative annually review job descriptions (historical and current content on computer disc in notebook). Submit reviewed/revised job descriptions to President. (Suggest starting the review in October so final copies can be reviewed at the December Board Meeting).

- Give final copies of **all** job descriptions to: President, all Board members which includes the Nomination Committee Chairman before January Board meeting.
 - Give final copy of job description to **each newly elected officer** and committee chairman (who have job description)
 - Make computer disc copies; keep one copy in the Bylaws notebook (disc has bylaws and job description on it). Tell Nomination Chairman the current job duties are on the goapic web page (or else will need to make a copies).
 - Send via e-mail the revised job duties to person maintaining the web page
10. Before buying anything for APIC, check with Treasurer. Non-profit rate for purchases/postage may be available. If it is anticipated that you will spend more money than is budgeted for a function, notify the President and Treasurer immediately.
 11. Investigate and coordinate possibility of Chapter applying for an award at the national meeting in June.