

2026 Open Board Position Descriptions



NOMINATIONS

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President-Elect - Three-year term

- Perform all duties of the President if the President is absent or unable to perform those duties for any reason.
- Assist the President in coordinating and directing committee activities and chapter operations and perform such duties as may be delegated by the President.
- Recommend goals, objectives, plans and programs to the President.
- Advise the President on matters of policy and procedure.
- Ensure that minimum standards for chapters are being met.
- Ensure that chapter bylaws are kept up-to-date and propose changes to reflect current policy as needed.
- Lead nominating committee with immediate past president to develop leadership roster for your term as president.
- Attend Leadership Rally hosted by National PRSA.

Assembly Delegate - Three-year term

- Participate in PRSA National Assembly Delegate conference calls.
- It is recommended that chapters advise delegates on issues before Leadership Assembly. Delegates can vote individually and do not have to be locked into a vote prior to Assembly. Discussion at Assembly may present pertinent information that may affect the chapter's point of view.
- If the delegate is not attending the Assembly, he/she must forward the Assembly information packet to an alternate.
- Chapter assembly delegates are voting members on the board.
- Perform committee liaison duties as assigned by the president.
- Assist committee chairs with tasks to support committee goals and will report results at board meetings if chairs are unable to attend.

Director - Two-year term

- Serve to aid the board of directors in various projects and to vote at chapter meetings
- Perform committee liaison duties as assigned by the president
- Assist committee chairs with tasks to support the committee goals and will report results at board meetings if chairs are unable to attend



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