

## **President Elect**

The President Elect assists the President, shares in most responsibilities described in the “President” description, and is expected to step into the job of President. The President Elect is an elected member of the Parents’ Club Board of Directors who may serve as President Elect for up to two years before being elected to serve as President.

The President Elect:

- Supports the President.
  - The President and President Elect mutually agree how to share duties.
  - Learns and assists with the logistics of running meetings (general and Board of Directors), publishing newsletters, engaging volunteers, and budgeting.
  - Prepares for duties of presidency by studying bylaws, parliamentary procedure, and working closely with the President.
- Supports club leaders, volunteers, activities, and programs.
  - Attends as many club activities as possible.
  - Supports the club chairpersons leading the various programs, events, and activities.
  - Engages with members and scouts for future club leaders.
- For the Board of Directors:
  - Oversees the recruitment of new volunteers.
  - Oversees and chairs the Nominating Committee which recruits the slate of directors and other club leadership positions for the upcoming year.
  - With the Secretary, acts as Teller at the annual meeting of members.
  - Serves as Parliamentarian and a member of the Executive Committee.
  - With the President, considers and oversees any revisions to the articles of incorporation or bylaws.
  - Is a member of the Finance Committee, which prepares the annual budget.
  - Chairs the Fundraising Committee.
  - Obtains insurance for the club.
  - Ensures that reports for all events, programs, and positions are updated and filed at the end of the year.
    - Ensures VP’s collect reports from chairs at the end of each program or event. These reports should be filed in the electronic records of the chair, the VP, and the President Elect.
    - Collects updated job reports from all Board members at year end and ensures they are filed in the relevant electronic records.
    - Updates President Elect-related documents and reports at the end of the year. Files in the President Elect electronic records.
    - Ensures that job descriptions on the website are current
- Supports, assists with, and advises on other club activities as needed.