



## **President-Elect Job Description**

### **Accountability:**

The President-Elect is accountable to the Board of Directors and the general membership of PNWSUG.

### **Summary of Position**

The President-Elect is elected at the Regional Meeting. The President-Elect performs duties as assigned by the President and exercises the powers of President when necessary.

### **Term of Office**

The President-Elect serves for one year. He/she assumes the position of President at the conclusion of this term.

### **Responsibilities**

- Plans and organizes the Regional Meeting/Conference agenda
- Assists President in areas of planning for Regional Meeting/Conference
- Coordinates site selection for the upcoming Regional Meeting/Conference
- Prepares agenda for annual business meeting (at Regional Conference) with approval of President
- Assists the President with other tasks as requested
- Serves on Nominating Committee, assisting Past President
- Responsible for generating communications promoting Regional Meeting/Conference
- Oversees Membership Chair duties along with the President
- Attends up to four (4) Board meetings per year, one immediately following the Regional Conference
- Attends Regional Conference

### **Qualifications**

- Willingness to carry out the purpose, adhere to the policies, and maintain the standards of PNWSUG
- Organizational membership in PNWSUG
- Leadership and organizational ability
- Ability to work with others
- Ability to attend monthly conference calls
- Ability to attend Regional Meeting and Board Meetings