



JOB DESCRIPTION: President-Elect

Length of Term: Elected by the membership. Ideal candidate should have 1 year experience as a board member. Serves for one year prior to taking office as President.

Voting: Voting member of the Board

Responsibilities:

1. Performs the duties of President in the absence of the President
2. Appoints standing and special committee chairs and members who will serve during the President-Elect's term as President
3. Becomes familiar with the duties and responsibilities of the President and all other officers.
4. Represents NHDA at all meetings planned for Presidents and President-Elects at the AND Annual Meeting.
5. Is an advisory, non-voting member to the nominating committee
6. Is a member of the conference planning committee for planning the NHAND annual educational conference/s.
7. Serves as the President-Elect immediately following the election to the position of President-Elect and serves until the newly elected officers take office.
8. Is encouraged to attend AND President-Elect Training, which is partially funded by AND with the remainder funded by NHAND, if funds available.