



President-Elect

The **President-Elect**'s main function is to shadow the President and assist him/her while preparing for the upcoming year. Under guidance from the President, the President-Elect will become familiar with the processes and procedures required to run the chapter. The President-Elect is also expected to perform all the duties specified by the Constitution and Bylaws or those approved by the Board of Directors. The ideal candidate is someone with prior board experience and strong leadership skills.

Main Responsibilities for the President-Elect:

- Attend the AMA Leadership Summit immediately preceding term
- Oversee the collection and compilation of data for the CEA submission on a monthly basis
- In partnership with the President, oversee, guide, and support VP positions and committees
- Head nominating committee for the next Board year
- Plan the June Board Retreat to kick-off the next chapter year
- Assume the responsibilities of the President in his or her absence or inability to serve

Top Three Requirements for the President-Elect:

- Minimum of one year Board experience before becoming President-Elect
- Successful track record of building and leading a team
- Experience running a business unit or prior leadership experience

Time Commitment:

- 5-10 hours per week
- Attend various monthly committee meetings throughout the year
- Attend monthly board meetings