

**BOARD OF DIRECTORS
PRESIDENT-ELECT**

Position:	President-Elect/Business Partner Committee Chair
Term of Service:	1 year
Status:	Active
Oversight of:	President-Elect/Business Partner Committee
Oversight by:	Board of Directors
Purpose:	<p>The President-Elect is a member of the Board of Directors and an Officer. The President-Elect has the primary responsibility to assist the President in fulfilling their duties as a Board member, and within the limits of the Chapter bylaws and policies, will carry on the duties of the President when the President is unable to do so.</p> <p>In conjunction with the duties as a Board member, the President-Elect will serve as the Chair of the Business Partner Committee.</p> <p>It is intended that the President-Elect will prepare to assume the position of President the following year in such a way that the continuity of the Chapter will be maintained. In addition, the President-Elect will have the following responsibilities:</p> <ul style="list-style-type: none"> • Appoint Committees, in conjunction with the President, Vice President, Secretary and Treasurer, to serve during the tenure of President; • Make a concerted effort to attend as many Chapter meetings, networking events; etc. in promotion of the Chapter; • Make a concerted effort to attend the Annual Conference and Fall Conferences, particularly the Chapter Leadership Institute (CLI); • Assume the duties as Chair of the Nominating Committee to select a slate of officers to be presented to Chapter members and for elections to be held prior to the end of the Board (refer to Chapter Bylaws and Election of Officers policy); • Assume the duties as Chair of the David Award Committee to determine if there are any qualified candidates for the award (refer to the David Award Policy); • Assume the duties of monitoring all committee activities (including special interest committees), to ensure that the committees are functioning in their respective areas of responsibility including coordinating all activities of functioning

	<p>committees, ensuring that the activities of one committee will not conflict with those of another committee;</p> <ul style="list-style-type: none">• Gather and generally provide information to increase the efficiency and standing of its members and suggest and promote any practical training courses, clinics, lectures and any seminars considered by it desirable to accomplish such purposes;• Prepare reports from time to time as requested by the President to be presented to the Board of Directors. Be responsible to the Board of Directors and to the membership for seeing that the programs and policies of the Chapter reflect the needs and aspirations of the membership;• Be available to sign checks for the Chapter in the absence of the President or Treasurer;• Submit written request for expense allocation for President-Elect functions to Treasurer for inclusion in the annual budget;• Conduct an audit of financial records with the Treasurer-Elect of the prior board year's financials. This should be conducted at least 4-6 months past the board transition.• Encourage members to abide by ALA's Code of Professional Ethics.
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