

*The following description was taken from the most recent 2021 bylaws.*

## **President-Elect**

The President-Elect role is an Officer position. This position supports and collaborates with the President to learn the role of the President, to become familiar with the programs of the Association and its governance, and to develop and facilitate officer transition. The President-Elect assists and supports the President as needed and plans for the Presidential year. The President-Elect shall automatically become President at the end of the term as President-Elect.

Term: 3 years total (President-Elect, President, Immediate Past President)

### Requirements:

- Member of CAMFT
- Member of SDNC-CAMFT

### Qualities:

- Self starter
- Team collaborator
- Excellent communicator
- Strong organizational skills
- Innovator
- Dependability
- A love for networking and public speaking

### Essential Duties and Responsibilities:

In addition to the essential duties and responsibilities required for all Board of Directors (BOD) members, the President-Elect is charged with the following tasks:

- Identify the theme—and actively participate in the planning and conduct of—the BOD's annual orientation and retreat
- Represent SDNC-CAMFT on with the California Association of Marriage and Family Therapists (CAMFT) as needed
- Represent SDNC-CAMFT on behalf of the President, as requested
- Be familiar with Board procedures and ensure the Board is in accordance with the SDNC-CAMFT Bylaws.

### *Additional information not taken from Bylaws*

- Be an active presence at SDNC-CAMFT events
- Intentionally network and seek out prospective board members

*Created and revised: March 2024*

- Be willing to interview and train new board members
- Review monthly meeting minutes prior to the next board meeting
- Maintain and transition complete records to the incoming president-elect by utilizing email folders, and place copies of chapter documents in the appropriate shared Google Drive folders, in order to maintain historical information.

Tasks Allocation:

Daily

- Check email and Slack

Weekly

- Support board members through email/Slack check in's

Monthly

- Monthly check in with President to discuss board growth, opportunities, challenges, upcoming projects and goals
- Monthly board meetings (2nd Friday of each month)
- Check ins with other board members to offer support and encouragement

Quarterly

- Meetings with President (July, October, January, April, or TBD)

Additional Details during term:

July

- Meeting with President

August

- Board Retreat

December

- Board Holiday Party