

SAMPLE BOARD DESCRIPTIONS

Position: **President-Elect**

Description:

Assists the President conducting the business affairs and activities of the chapter through special assignments and duties delegated at the direction of the President and/or the Board of Directors. Assumes the office of the President upon conclusion of the one-year term as President-Elect. May be required to complete the unfulfilled term of the current President due to resignation or special circumstances.

Responsibilities:

Attend all regular and special meetings of the Board of Directors and the membership, and notifies the President if unable to attend.

Presides over any regular and special meetings of the Board of Directors or the membership in the event of the President's absence.

Prepares and distributes a program of chapter activities for the year.

May chair a committee or special task force and/or serve as liaison to one or more committees, as assigned by the President.

Assists with the maintenance of the Intralinks VIA shared workspace of chapter records, correspondence, and activities, which will be transferred to the incoming President-Elect.

Term of Office: One (1) year

Qualifications:

Demonstrated leadership skills, strong business acumen, and a commitment to perform in an orderly and responsible manner all duties of the office.

Ability to attend the ACC Leadership Development Institutes leadership training programs held bi- annually.