

## **PRESIDENT -ELECT:**

Reports to: ASCLS-ND President and Board of Directors

Term of Office: One-year term beginning *sine die* adjournment of the ASCLS Annual Meeting. Elected by the ASCLS-ND membership to advance to the office of President the following year.

### Responsibilities:

1. Becomes familiar with the responsibilities of the President.
2. Assists the President as directed.
3. Serves as Chief Executive Officer of ASCLS-ND in the absence of the President.
4. Presides as chair at meetings of the ASCLS-ND Board of Directors and business meetings in the absence of the President.
5. Serves as President in the event of a vacancy in the office of President.
  - Appoints a President-Elect, with approval from the Board of Directors. to fill that vacancy,
6. Serves as an officer of the ASCLS-ND Board of Directors.
  - Attends all meetings of the ASCLS-ND Board of Directors and all ASCLS-ND business meetings.
  - Board meetings are generally held in the fall and at the ASCLS-ND annual meeting, but may be convened at the President's discretion. A business meeting of the general membership is held at the annual meeting.
7. Develops a knowledge of past and present activities of the Society.
8. Becomes familiar with the Bylaws, Regulations, and Standard Operating Procedures of ASCLS-ND.
9. Becomes familiar with "Robert's Rules of Order".
10. Assists the President in the selection of appointed positions for the ASCLS- ND leadership directory.
11. Serves as Chair of the ASCLS-ND Membership Development Committee if requested by President.
12. Serves as liaison to the LEND advisory board.
13. Prepares budget for following year and presents budget to Board of Directors and at annual business meeting.
  - Assistance in budget preparation is available from Secretary /Treasurer,
14. Attends Region V Council meetings and serves as a voting member of this Council.
  - Region V Council meetings are generally held in the fall and in the spring.
15. Attends Region V business meetings.
  - Region V business meetings are generally held in the fall of even-numbered years.
16. Becomes familiar with the leadership services and materials available from the ASCLS Executive Office.
17. Serves as co-chair of the ASCLS-ND delegation at the annual meeting of the ASCLS House of Delegates.
18. Attends President's Council meetings held at the ASCLS annual meeting.
19. Attends President's-Elect workshop at the ASCLS annual meeting.

Revised August 1990 (*John Festvog*)  
Revised April 1998 (*Carol Sundberg*)