



**Board of Directors
President-Elect Job Description**

Position:	President-Elect
Purpose:	Responsible for oversight of the Education Committee, chairing the Managing Partners Dinner event, selecting the new Board of Directors, and succeeding the President should the need arise.
Term of Service:	One year (April 1 – March 31)
Status:	Executive Board Member
Oversight of:	Director of Education
Oversight by:	President
Committees:	<p>Chair MPD Committee Nominating Committee</p> <p>Member Education Committee Business Partner Relations Committee Budget Committee Past Presidents Council</p>
Board Responsibilities:	<p>Submit a brief written activity report via e-mail to the President and the Secretary three (3) business days prior to each monthly Board meeting.</p> <p>Submit any action items for Board discussion via e-mail to the President, along with supporting materials, five (5) business days prior to each monthly Board meeting.</p> <p>Attend and participate in monthly Board meetings, and provide brief activity report.</p> <p>Attend the annual Board Retreat.</p> <p>Attend the annual Education Summit</p> <p>Reach out to new members to help integrate them into the Chapter.</p> <p>Must attend at least one Business Partner event annually or 50% of board allowance is forfeited.</p>
Educational Allowance:	<p>Board members are encouraged to participate in ALA educational opportunities for their personal growth and the growth of the Chapter. To this end, this position is eligible for an educational allowance to be used during the Chapter's fiscal year. The amount will be set by the new Board at the beginning of the fiscal year.</p> <p>Allowance from one fiscal year may be held over and combined with the subsequent allowance for those individuals continuing to serve in a Board position.</p> <p>Board members who have successfully completed their board term and who are not returning for another board position may submit reimbursement requests for Annual Conference related expenses incurred within 60 days after the end of the Chapter's fiscal year.</p> <p>Allowances that are not used during the fiscal year, except as noted above, will be</p>

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	<p>forfeited. Allowance to be used to attend local and/or international ALA educational conferences and seminars, and monthly Chapter meetings. May be applied toward registration fee, lodging, and/or travel expenses. May be used in conjunction with scholarship, if won, unless specifically not allowed under the rules of the scholarship. Reimbursement requests must be submitted to the Chapter Treasurer within sixty (60) days of the end of the Chapter's fiscal year.</p>
<p>Duties:</p>	<p>Serves as back up for President during Board meetings and at other ALA functions or activities.</p> <p>Attends Chapter meetings, providing announcements to the membership regarding upcoming meetings and events.</p> <p>Succeeds President in the event current President is no longer able to hold office.</p> <p>Sits on Budget Committee to prepare draft annual budget, together with the Treasurer, Immediate Past President, President-Elect, and other Chapter Members, for presentation at a regular or special Board meeting in April. Ultimate adoption of the annual budget by the Executive Board should take place no later than May.</p> <p>Works with Director of Education and Education Committee to plan educational offerings to membership, including planning and coordinating topics and speakers for 12 to 18 months.</p> <p>On behalf of the Chapter, sends a hand-written thank you note to speakers at Chapter meetings.</p> <p>Chairs the Managing Partners Dinner Committee meetings.</p> <p>Chairs the Chapter Nominating Committee.</p> <p>Attends any events for new members, and presents Chapter information as requested.</p> <p>Writes the "Chapter News" column for bi-monthly newsletter.</p> <p>Assists the Immediate Past President with annual awards submissions.</p>