



JOB DESCRIPTION PRESIDENT-ELECT

Member of the Board

As a member of the Board, the President-Elect is expected to attend regular and special Board meetings. The President—Elect is additionally expected to assist the President and the Board of Directors in Chapter management.

Preparation for Office of President

An effort is to be made by the President to include the President-Elect in selected Chapter and ALA International activities to not only assist the President and the Board in Chapter management, but to familiarize the President-Elect with the duties of the office of the President in preparation for the President-Elect to assume those duties and responsibilities the next Chapter year.

Succession to Office of President

The President-Elect succeeds to the office of President for the remainder of the Chapter year should the President be unable to complete his/her term of office.

Representative of Chapter at ALA Events

The President and President-Elect represent the Chapter at certain ALA conferences, seminars, meetings and institutes, including, but not limited to, the following:

Chapter financial sponsorship for attendance at these events is first dependent upon Chapter finances being available and must be approved by the Board.

ALA Annual Educational Conference & Exposition ("Annual Conference") is held in the spring, usually in April or May. Region 3 Council meeting is held in conjunction with the Annual Conference. The President is expected to attend Annual Conference. In the event the President is unable to attend Annual Conference, the President-Elect or an alternate from the Board is to be recommended by the President and approved by the Board.

In the event the President-Elect or an alternate from the Board is asked to attend Annual Conference, the Chapter will financially sponsor, if Chapter finances are available, the attendance of the President-Elect or alternate to a maximum of \$3,000 for the registration fee plus travel expenses such as airfare, lodging and meals not included with the registration fee or provided at the conference or meeting. Additional Chapter financial sponsorship is dependent upon the location of the Annual Conference which has an impact on the estimated travel expenses to be incurred and on the state of the Chapter's finances. Requests for Approval for such additional financial sponsorship should be submitted in writing to the Board by the President-Elect or the alternate in advance of the Annual Conference.

If the President is unable to attend the Annual Conference, the President may elect to attend the Annual Region 3 Conference instead and will receive sponsorship at the level described in the section immediately below.

ALA Annual Region 3 Conference and Council Meeting ("Region 3 Conference") is currently held in the fall of each year at a location within ALA Region 3 or within a combined district when the conference is a joint regional conference. The President-Elect is expected to attend the Region 3 conference. In the event the President-Elect is unable to attend the Region 3 Conference and related meetings requiring a Chapter representative, the President or an alternate from the Board should be recommended by the President and approved by the Board.

The Chapter financially sponsors, if Chapter finances are available, the attendance of the President-Elect or an alternate to a maximum of \$1,500 for the registration fee plus travel expenses such as airfare, lodging and meals not included with the registration fee or provided at conference or



meeting. Additional Chapter financial sponsorship is dependent upon the location of the Region 3 Conference which has an impact on the estimated travel expenses to be incurred. Approval for such additional financial sponsorship should be submitted in writing by the President-Elect or the alternate to the Board for approval of payment in advance of the Region 3 Conference.

Chapter Leadership Institute

This ALA-sponsored event is held in the summer. Because of the importance of this institute to Chapter leadership and management, the President and President-Elect are expected to attend. In the event the President-Elect is unable to attend, an alternate from the Board is to be recommended by the President and approved by the Board.

ALA Reporting Requirements

The President and President-Elect ensure all reporting requirements mandated by ALA International are met, including those assigned to other Board members.

Reconciliation of Financial Records

On a monthly basis, the President-Elect receives from the Treasurer copies of bank statements, and any other records and reports necessary, for reconciliation and verification of the Chapter's financial records.

Budget

The President, President-Elect and Treasurer will draft an annual budget for review by the Board of Directors by the January board meeting.

Bylaws

The President-Elect will read the Chapter Bylaws prior to or within 30 days of taking office.

Election of Officers

The President-Elect accepts nominations for officers from the general membership and is responsible for mailing ballots, when appropriate, for the election of officers under the term in which he/she will serve as President.