



NAHU Board of Trustees Job Description

President-Elect

Bylaws:

ARTICLE VI - Duties of Officers, Section 2.

- A. The President-Elect shall perform such duties as may be assigned by the President, the Executive Committee, or the Board of Trustees.

- B. The President-Elect shall immediately assume the office of President immediately following the adjournment of the annual meeting of the House of Delegates in the year subsequent to his/her election to the office of President-Elect or, in the event of a vacancy as outlined in ARTICLE V, Section 4E.

Commentary:

The primary role of the president-elect is to serve at the discretion of the president and to act as the apprentice for the role of president of NAHU. Additionally, it is responsibility of the president-elect to build the incoming leadership team and outline the business plan for the upcoming year.

- Strategic Planning:
 - Determine any task forces that should be created or continued during the year as president.
 - Identify goals and objectives for upcoming year as president
 - Determine theme for year as president
- Initiate periodic conversations (bi-weekly, monthly, etc.) with NAHU CEO
- Travel as requested to local and state chapters
- Prepare to accept the role as president at the NAHU convention preceding the year as president with a brief presentation to membership.
- Respond to member inquiries and complaints.
- Meetings:
 - Board of Trustees
 - Executive Committee
 - Committees assigned per liaison responsibilities
 - Legislative Council and LMT
 - Nominations
 - Media Relations
 - Joint Executive Committee (JEC) meeting (July)
 - Budget Meeting (October)
 - Annual Convention

- Capitol Conference
- Arrange for gift to outgoing president
- In the absence of the president, host NAHU BOT and Executive Committee teleconferences and meetings.
- Communications:
 - Executive Committee liaison assignments (June)
 - Introduction of incoming leadership team (January)
 - Business plan (May)
 - Personal correspondence to membership (e.g. cards, letters, email, etc.) – the more personal the better (as needed)
 - Past Presidents correspondence (May)
 - Incoming presidents correspondence (May)
- Assist the Photo Directory with a sponsorship of \$3,000 for the incoming president's page.
- Welcome all incoming BOT candidates with continued conversation during the election process
- Provide for the accountability of leadership
- Member at Large: approve the members at large upon recommendation of the committee chairs (June)
- HIU: Arrange for a photo for the cover of the incoming presidents magazine and respond to interview request (June)