

SMPS Chapter President-Elect Job Description

The president-elect stands ready to fill in for the president in his or her absence. In addition, the president-elect shall have all the powers and be subject to the same restrictions as the president. The president-elect assists the president in overseeing the board and serves as an additional resource for all positions and committees. The president-elect also serves on the executive committee of the chapter.

DUTIES AND RESPONSIBILITIES

- Attends all monthly board meetings and monthly luncheon programs
- Initiates the process of assembling and electing the board for the next fiscal year
- Attends the SMPS Chapter Presidents' Leadership Symposium (PLS) each spring
- Crafts plan and budget for upcoming year
- Works with the president each spring to review the Chapter Management Manual
- Supports the president as needed in overseeing the chapter activities
- Assists any board member with responsibilities
- Helps the president hold the annual board retreat
- Stands ready to fill in for the president in his or her absence