

WISCONSIN SECTION - AIHA

Job Description – President-Elect

Revised: June 2014

GENERAL

The President-Elect succeeds the President in office upon completion of the President's term or upon vacancy of the President's position. The President-Elect participates in all Executive Committee and Section activities and assists with administration of Section business.

DUTIES AND ACTIVITIES

- Participate on the Executive Committee.
- Select and arrange venues for Section programs.
- Select and arrange meals for Section programs.
- Coordinate Section program arrangements with the Secretary.
- Select the date, time and location for the annual June planning meeting.
- Preside at programs and meetings if the President is absent.
- Attend the annual AIHA Leadership Conference.
- Assist in preparing the annual Local Sections Activity Plan.
- Assist in preparing the annual Group Exemption Report.

PROCEDURES

1. **Executive Committee:** The President-Elect assists the President in managing the Executive Committee. This can be done best by maintaining frequent contact with the other members and tracking issues methodically.

The committee meets before each scheduled Section program and on a mutually agreeable date in June for the annual Executive Committee planning meeting. Additional summer planning meetings are recommended to spread the workload out and keep the committee members in touch up to the beginning of the normal program year (autumn).

The Executive Committee meetings are used to establish the direction of the Section for the program year, develop and track goals, define and organize the annual professional development conference for each year, and administer the business of the Section.

2. **Local Section Programs:** The President-Elect contacts the agreed upon program venue (typically a restaurant or similar location) and obtains the necessary information to schedule the program and make a meal selection. This is done while keeping in mind certain constraints such as acceptable dates, cost of meals, distance members would have to travel, etc. The President-Elect also makes any other arrangements necessary, such as audiovisual aids that the speaker may need, registration table, etc. All of this is done in coordination with the Secretary, Treasurer, President and Directors. The appropriate information is passed along to the Secretary so a program announcement can be issued in a timely fashion, and to the Treasurer so budget issues can be handled smoothly.