

I, _____, have read, understand, and will comply with the listed
Job Description of CSHET to the best of my ability during my term as President Elect - _____ your initials
From _____ to _____

POSITION DESCRIPTION

Position Title: **President Elect**

Qualifications: Member in good standing of the Society for the preceding two years.
Participated in the planning of at least one Society annual conference or special educational programs. Agrees to serve by signing the Officer Commitment Form.

Term: One year. Succeeds to position of President at end of term.
Takes office immediately following disclosure of election results to membership.

Duties and Responsibilities:

- Assists the President in the performance of his/her duties.
- Serves as member of the Executive Board.
- Serves as Chairman of the Planning Committee for the Society's spring conference with Planning Committee members including Immediate Past President, President, Secretary, Treasurer, NC and SC member representative. Assumes responsibility for planning, coordinating, and evaluating the conference. Follows attached Conference Planning Checklist, as needed
- Maintains all conference supplies. Houses the CSHET logo table covers
- Writes letters of appreciation, post conference
- Buys gift for outgoing President. (\$100.00 approximate cost)
- Submits conference expenses to Treasurer.
- Assists the upcoming President-Elect in planning the next annual meeting.
- Attends conference of choice for the purpose of identifying appropriate speaker(s). CSHET will reimburse up to \$350.00 of incurred expenses.
- Attends annual Spring CSHET conference without paying registration fee. Travel and hotel expenses will be the responsibility of the board member.

Record Keeping:

- Summary of at least past 5 conferences...how much money was spent for which items – food, decorations, printed materials, hotel rooms, postage, etc.
- Summary should include speakers and topics.
- Receipts should be turned over to the Treasurer.

Orientation for New President Elect:

- Preserves and transmits to the incoming President all records and other official papers connected with the office.
- Gives a proper orientation of the job to incoming officer.

Written: 1997
Reviewed / revised: 8/17/2001; 4/30/2003; 11/03/2003; 11/10/2003; 9/9/2004, 11/09

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