

PRESIDENT-ELECT Job Description

The President-Elect shall assist the President and familiarize herself with the duties of that office. She shall be well informed on the chapter activities. She shall be authorized to sign checks with the President or Treasurer. In the absence of the President, she shall assume the duties of the office. She shall serve as President the year following her term of office as President-Elect. The Vice President Marketing, Vice President Membership, Chairman of Strategic Planning, Policies Chairman and Bylaws Chairman report directly to the President-Elect. President-Elect reports directly to President. (Refer to Handbook Flow Chart)

Required Skills:

- Effective business communication skills (i.e. written and oral)
- Advanced computer skills (i.e. Word, Excel, PowerPoint, Photoshop)

Training:

- Attend Board training.
- Attend Leadership Training in the spring as President-Elect.
- Be familiar with the **Standardization of Assistance League of Indianapolis Written Material** and follow its guidelines for preparation of press releases and other document sent to the media.
- Follow Assistance League of Indianapolis Policies and Standing Rules.
- Familiarize self with National Assistance League® Manual for Public Relations and the required terminology for writing or speaking about Assistance League
- Learn how to use Constant Contact and Survey Monkey

Specific duties:

Attend all Board and regular meetings. Attend Executive, Budget, Strategic Planning, Policies and Bylaws Committee meetings.

Attend National Assistance League® Conference as a voting delegate. Report to the membership what was learned.

Become familiar with office of President by observing and, when possible, participating in activities with current President. Support and advise President when needed. Observe carefully the manner of conducting Board and regular meetings and learn basics of Robert's Rules of Order.

Be familiar with basic philosophy of National Assistance League and Assistance League® of Indianapolis.

Become knowledgeable about chapter Bylaws, Standing Rules and Policies, and the job descriptions of all positions.

Be aware of Chapter activities by being involved, attending committee meetings and volunteering for various jobs.

Advise the Vice President Marketing, Vice President Membership, Chairman of Strategic Planning, Policies Chairman and Bylaws Chairman, all of whom report directly to President-Elect. Attend their committee meetings. Be actively involved with:

- Updating of Assistance League of Indianapolis website and fact sheets

- Content and proofing of the Assistance League of Indianapolis Community Newsletters and Annual Report
- New Member Orientation
- Member appreciation awards
- Public Relations opportunities
- Spring Fest

Become acquainted with as many members as possible, particularly Orientation of new members.

Try to attend at least one workshop of each philanthropic program and fundraising activities. In preparing for upcoming year:

- January/February: Update all job descriptions. Give each position a copy of their job description and ask them to review and make any changes. You then update them on the CD or flash drive and make a copy for each position and the President-Elect Procedure Manual. The board job descriptions should be posted on the website.
- February: Order Assistance League of Indianapolis medallion pendant for current year's President by and present it at May meeting.
 - Ask President if she prefers this pendant or Logo pin from Jeweler recommended by National Assistance League and whether she prefers silver or gold before ordering.
 - Contact the Robert Goodman jewelers, Zionsville. Ask for the Assistance League of Indianapolis pendant.
 - Allow 2-3 weeks to arrive. Submit bill to Treasurer.
- February/March: Work closely with Treasurer on preparing next year's budget.
- March, after Nominating Committee submits slate for elected positions, fill appointed positions before taking office as President. Filling every position is important for effective functioning of entire organization. Consult with VP Resource Development in finding chairmen for each Fundraising event or activity and with VP Membership to fill Hours Recorder position. Get assistance from VP Membership and VP Marketing to identify prospective appointees who report to each of those Chairmen.
- April: Assist and work closely with the Placement Chairman and help with Spring Fest. Make copies of sign up sheets at end of day and remind Placement Chairman to place committee lists in next monthly newsletter.
- Introduce appointed positions at April meeting.

Prepare for the Annual Meeting (May). Follow the following format:

- a. Outgoing President
 - 1) call to order
 - 2) business
 - 3) chapter annual report
 - 4) recognition of outgoing leaders
 - 5) installation of incoming elected Board (procedure chosen by Incoming President)
 - 6) introduction on incoming president & presentation of gavel
- b. Incoming President
 - 1) gift to outgoing President
 - 2) introduction of incoming appointees
 - 3) remarks
 - 4) adjournment

Write articles for Assistance League of Indianapolis newsletter as needed.

Write and present reports to the Board and membership as needed.

Maintain detailed financial records for this position and include in Annual Report.

Prepare budget request in February/March for Budget Committee consideration. Budget requests shall include:

- Projected expenses for remainder of current fiscal year.
- Expenses for next fiscal year.

Following the election in April, follow up with National Assistance League Website Administrator to ascertain that a list (in duplicate) with the names, mailing addresses and email addresses of all members has been submitted to National. Additionally, the President-Elect shall mail to National the names and addresses of all members of the new Board. She should also take a copy of this information to President's training.

Prepare two (2) copies of Annual Report for this position—one copy for Procedure Manual and one copy for President's file.

Pass on procedure manual and train incoming President-Elect.

* * *