

Chapter President Elect Job Description

Position:	Chapter President Elect
Purpose:	Prepare for role as President and responsible for succeeding the President should the need arise
Status:	Board Member
Term of Service:	1 Year (April 1 – March 31)
Oversight by:	President
Committees:	Appointed to at least one committee as Officer Rep
Educational Allowance:	<ul style="list-style-type: none"> • In the event the President cannot attend an ALA function the President Elect will receive the same funding to attend which was intended for the President
Duties:	<ul style="list-style-type: none"> • Attend as many educational events on a Regional and ALA Level as possible to prepare for Office of President. • Attend and participate in the Chapter Leadership Institute which is funded by ALA. • Serve as back up for President during Board meetings, Monthly Chapter Meetings and at other ALA functions or activities. • Create and submit to President the Presidents' Awards' of Excellence form with supporting documents which will be reviewed and submitted by the President • Attend the annual Executive Board/Committee Chair Retreat