

## Greater San Jose Chapter Operating Guide

**President-Elect**

*Updated 02/12/2019*

# Purpose

The purpose of this document is to provide guidance on the roles and responsibilities of the position of **President-Elect** for current and future Chapter Executive Committee members.

# Roles and Responsibilities

The President-Elect is responsible for serving the Chapter for a three-year period. The person in this position will provide leadership for the Chapter and will interface with the Chapter membership and peers throughout ASSP Region 1 and Society.

The first year of service is as President-Elect and the primary purpose is to assist the President in providing direction and support to the Chapter to create a meaningful and high-quality experience for Chapter members.

In the second year of service, the President-Elect will automatically become the President. The scope of this position is to lead the Executive Committee, direct activities of the Chapter, and represent the Chapter for the Region.

In year three this person will become the Past President with less established duties but will serve as an overall mentor for the Executive Committee and will serve as Chapter’s Nominations & Elections Committee Chair.

Three of the top key elements to success of this Executive Committee position include:

* Continually plays down egos, even when engaged in passionate discussions and decisions
* Contribute significant voluntary time and effort to make the Chapter successful
* Act as a steward of the Chapter’s finances, committing resources with purpose and judgement

Additional responsibilities include:

* Take the appropriate web-based training for the position of President-Elect as prescribed by Society on the ASSP website
* Attend Society Leadership Conference in October (funded by the Chapter) to better understand the roles and responsibilities as a Chapter Officer.
* Serve any special request of the Chapter President, including filling in for the President, if needed
* Participate in all monthly Executive Committee meetings
* Serve as the host at all monthly general meetings and lead opening introductions and special announcements
* Attend and represent the Chapter at the Regional Operating Committee Meetings (ROC)
* Prepare to succeed to the position of President
* Perform other duties as agreed upon with the President or Executive Committee
	+ Currently this position is responsible for the Chapter programming, with the support of chair positions (e.g. Program, PDC).

# Procedures

Support the President in providing direction to the Chapter that is consistent with the Chapter’s Bylaws, as well as ASSP’s Mission and Vision Statement, Goals and Code of Professional Conduct. President-Elect and the primary purpose is to facilitate the monthly general meetings and assist by supporting the:

* Executive committee to develop and execute strategic activities related to succession planning and Chapter sustainability
* President with achieving the goals of the Chapter, and serving as acting President during the President’s absence
* Secretary and Treasurer with documentation and auditing of records
* VP Membership with membership growth and retention
* VP Communications, Delegate(s), VP Government Affairs, and VP Jobs Coordinator with disseminating information to members
* Scholarship, Professional Development Conference, Program, Awards & Honors, and Social, Chairs with organizing events

***General Duties***

The President-Elect is expected to attend all Regional Operating Committee meetings along with the President on a semi-annual basis. Most Chapters typically only send the President to the Fall ROC meeting and send both the President and President-Elect to the Spring ROC meeting, but the Greater San Jose Chapter has approved both officers to attend both meetings contingent on the financial strength of the Chapter.

# Resources

* + Executive Committee
	+ Chapter bylaws
	+ ASSP Mission and Vision Statement
	+ ASSP Goals
	+ ASSP Code of Professional Conduct
	+ Chapter Operations Management Tool
	+ Chapter Charter
	+ Society website
	+ Chapter website
	+ ASSP Greater San Jose Google Drive – President-Elect & all other folders

## **Continuous Improvement**

This document will be updated annually by the President-Elect and submitted to the Past President and Executive Committee at the annual transition meeting.