

President Elect:

The President Elect position is responsible for:

- ❖ Being present for all Chapter and Officer meetings and other Chapter activities
- ❖ Assisting the President in any duties assigned by the President
- ❖ Hold Officer or Chapter meetings in the absence of the President
- ❖ Work with the Hotel for Chapter meeting arrangements for space, attendee count Tuesday prior to the Chapter meeting so the hotel can provide the appropriate amount of food
- ❖ Work with the Director of Education to request the appropriate audio/visual needs for the monthly chapter-meeting speaker
- ❖ Bring the 3 flags to be set up at each chapter meeting (currently these are held by the hotel)
- ❖ Bring the extension cord to the chapter meeting
- ❖ Work with the Treasurer to approve the Hotel invoice for any meetings
- ❖ Present Chapter Member/Chapter Friend Awards at Chapter meeting
- ❖ Assist with these same hotel needs for any half-day seminars or Statewide Conference the chapter holds
- ❖ Provide Content for the Website and PaySmart
- ❖ Answer questions for any officer that needs direction
- ❖ Assist in putting together Chapter Contests (Chapter of the Year, Dream Theme, Website & Chapter Pictorial) to be presented to National