

ArSHA President Elect

DUTIES AND RESPONSIBILITIES OF THE PRESIDENT-ELECT

ArSHA By-Laws

Article V Section 3 Duties:

“B. The President-Elect shall:

- i. Be vested with the powers of the President when for any reason the President becomes unable to attend to the Presidential duties. If it becomes impossible for the President to complete the term of office, the President-Elect shall assume the duties.**
- ii. Perform, at the direction and discretion of the President, other duties not otherwise assigned by the Board or By-Laws.**
- iii. Chair the Committee on By-Laws to review the By-Laws and recommend any needed modifications on an ongoing basis.**
- iv. Perform an annual review of standing and special committees to include items specified in Section Ai.**
- v. Serve as ex-officio member on all committees.**
- vi. Serve as Parliamentarian.**
- vi. Ascend to the position of President**
- vii. Attend Executive Board meetings.**

Article V Section 4 Term of Office:

- A. Terms shall commence on the first of July following the election of the officer.**
- B. The President, President-Elect, and Past President shall serve one-year terms.”**

THE FOLLOWING ACTIVITIES ARE EXAMPLES OF OTHER DUTIES THE PRESIDENT-ELECT MAY BE CALLED UPON TO MANAGE:

- **Coordinate and draft by-law changes to present to executive board**
- **Meet with lobbyist at least yearly**
- **Meet/talk to accountant as needed at least yearly with president and treasurer**
- **Attendance and participation in CSAP meetings and list serv is recommended**
- **Receive from Standing Committee Chairs, communiqués of intent to resign or continue in their positions**
- **Assist in resurrecting inactive committees**
- **Be involved with ArSHA’s “hot” issues. Attend meetings with the ArSHA president, if possible, and assist with any tasks needed**
- **Organizing Town-Hall meetings at various sites around AZ**
- **Serve as member and attend budget committee meetings**
- **Complete annual performance review for any contracted or employed staff**
- **Other duties as necessary**

Approximate commitment of time, hours/week:

- **The number of hours varies depending on the issues and tasks. A major responsibility is tracking amendments to the by-laws and preparing the document for review by ArSHA members. If there are many amendments, it may take up to 7 hours to prepare. This would need to be completed 90 days prior to the convention.**
- **3 hours every other month for EB meetings**
- **At least 2 hours a month for e-mail exchanges for various issues.**
- **Attend “hot” issue meetings (if possible) 3-6 hours up to a maximum of 4 times a year.**

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- **If Town Halls will be done again, up to a full day's commitment (depending on the locale) 3 times a year.**