**Purpose, Scope, Objective:**

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

**Roles and Responsibilities:**

The President-Elect is a position that serves 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 Region 1 and Society.

The first year of service is as President-Elect and the primary purpose is to act as Chairperson of the Symposium Planning Committee with the goal of executing a successful Symposium, typically in March of the year after election.

In year two of service the President-Elect will automatically become the Chapter President. The scope of this position is to facilitate the monthly general meetings, lead the Executive Committee, 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 Chairperson of the Nominations & Elections Committee for the Chapter.

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

The duties of the President Elect are to fulfill these primary obligations:

1. Take the appropriate web-based training for the position of President Elect as prescribed by Society on the ASSP website
2. Attend Society Leadership Conference in October (funded by the Chapter) to better understand the roles and responsibilities as a Chapter officer
3. Serve any special request of the Chapter President, including filling in for the President if needed
4. Participate in the monthly Executive Committee meeting
5. Attend the monthly general meeting to report on efforts and results with the Symposium
6. Serves as the Chair of the Annual Symposium Planning Committee
7. Represent the Chapter at the Regional Operating Committee Meetings (ROC1)
8. Prepare to succeed to the position of President

**Procedures:**

The President-Elect will serve as Chair of the Annual Symposium Committee and will perform the following duties in that capacity:

1. Ensure the proper signature authority has been granted by the Treasurer to commit Chapter funds as needed
2. Establish a Symposium Planning Committee no later than the end of August by soliciting Chapter members and guests during the monthly general membership meetings
3. Establish sub-committees as needed to perform such functions as tracking Speakers & Topics, Vendors & Sponsors, and Logistical issues related to the day of activities
4. Work with the Marketing Consultant to ensure Sponsors, Vendors and Attendees are sought out and registered for the event
5. Establish and obtain approval of required contracts with the Marketing Consultant, the Symposium venue, catering for the event and other ancillary goods and services
6. Meet with and guide the Symposium Planning Committee on a scheduled basis to ensure a successful Symposium
7. Update the Executive Committee on progress, schedule and budget status and issues
8. Emcee the Symposium on the day of the event
9. Provide an update of the Symposium Planning documentation that will provide detailed guidance on all aspects of the event

**Monthly Executive Committee Meeting:**

1. Attend the monthly Executive Committee meeting to provide updates on the efforts and status of the Symposium Planning Committee regarding the planning, execution and closeout of the Annual Symposium event.
2. Keep the Treasurer fully informed about all financial obligations and transactions related to the Symposium.
3. Provide input on all other aspects of the Executive Committee and Chapter operations.

**Symposium Planning:**

The President Elect serves as the Chair of the Annual Symposium Planning Committee. As Chair of the Committee the President Elect will select and seat his committee with the advice and consent of the Executive Committee.

Duties as Chair of the Symposium Planning Committee are:

1. Initiate the Committee in August by announcing a request for volunteers at the monthly meetings.
2. Establish sub-committees as needed
3. Work with the marketing consultant (May Day Marketing) to ensure there is an approved working agreement (contract) and clear expectations of duties
4. Update a W-9 form for the Chapter in January of each year. This is needed for companies to pay our Chapter for Sponsorship, Vendor and attendee registration
5. Facilitate activities the day of the Symposium
6. Host a meeting to debrief the event immediately following the Symposium with the Committee and interested members of the Executive Committee to capture lessons learned and best practices
7. Provide a performance report to the Executive Committee in May indicating the financial performance, attendance, survey results, etc.

**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 have these two officers attend only the Spring R.O.C. meeting but the Bakersfield Chapter has approved both officers to attend due to our strong financial position.

**Resources:**

Perhaps due to the declining funds currently. I recommend only one officer attend to budget the chapters resources.

Symposium Planning Documentation

Budget, contracts, schedule, and survey data from the previous year’s Symposium

Long term members of the Committee

**Time Commitment:**  (Total Time: ~145 hours of meetings plus 6 days)

The time commitment for this position is as follows:

* Monthly Executive Committee Meetings:
  + ~ 3 hours (Preparation and Travel included). **Total: ~36 hours**
* Monthly General Meetings:
  + ~ 3 Hours (Includes set up, tear down, post meeting issues). **Total: ~36 hours**
* Symposium Planning Committee:
  + ~ 8-12 meetings of ~ 1.5 hour
  + ~30 hours outside of meetings over the course of 7 months
  + ~ 5 hours day prior to Symposium
  + ~12 hours day of Symposium
  + ~ 6 hours post Symposium for wrap up and documenting
    - **Total: ~70 hours**
* ROC Meetings: (2 meetings per year with travel)
  + ~6 days. **Total: ~ 6 days/year**

**Continuous Improvement:**

This document will be updated annually by the President Elect and submitted to the Long Range Planning Chair at the annual Executive Committee transition meeting.