

Women's Leadership Network

Job Description

Position: **President Elect**

1. The President Elect term of office is one (1) year.
2. The President Elect attends monthly Board meetings. A minimum of nine (9) meetings are required per year. The President Elect should attend as many monthly membership meetings as possible.
3. The President Elect is to promote WLN, support and encourage members of the Board, committee members, and the entire WLN organization to be active participants.
4. The President Elect conducts monthly Board meetings and membership meetings when the President is unable to attend.
5. The President Elect works to gain a better understanding of the responsibilities of the President in preparation for assuming that role. It is also important to gain understanding of the responsibilities and activities of each of the directors and their committees.
6. The President Elect assists the President and all Directors as requested.
7. The President Elect, along with the President, will nominate a new President Elect. At the end of her term, she will serve on the board for a term of one year as President.
8. At the end of her term of office, the President Elect will turn over necessary documents, return PO Box key, files, etc. pertaining to her office to her predecessor. She will be available to answer questions during a transition period.