

## SECTION III - APPENDIX F; F.2

### PRESIDENT - ELECT

Reports To: President and Board

Prerequisites:

1. Must be serving on the current Board, or on one of the three prior Boards.
2. Willingness to serve as President and Past President in subsequent two-year period.
3. Basic understanding or previous experience related to finance.

Job Description:

The President-Elect shall provide financial oversight of the Chapter and shall be the custodian of all monies, securities and deeds belonging to the Chapter; shall hold, invest and disburse same subject to the direction of the Board of Directors; shall make sure the Chapter submits annual financial data to HQ according to the Chapter Compliance Checklist; and in general shall oversee all activities of the treasurer of the Chapter. The duties of the Treasurer may be assigned, in whole or in part, to another Board Officer. The President-Elect also shall manage the affairs of the Chapter with regard to resource development, oversee the activities of the Nominating committee and perform such other duties as from time to time may be assigned by the President or the Board of Directors. These duties shall include recommendation and supervision of appropriate committees to formulate programs and recommend policies relating to those issues

Committees:

President's Award (Serve)  
Nominating Committee (Oversee)  
Finance Team (Oversee)  
Strategic Planning (Serve)  
Major Chapter Events (Liaison to Board)

Responsibilities:

1. Attends all Chapter Board meetings and as many Chapter programs and City Center meetings as possible.
2. Provides written financial reports to the Board of Directors when appropriate.
3. Represents the Chapter and the profession of Interior Design.
4. Shall carry out official duties as requested by the President and/or Board of Directors.
5. If for any reason the President's term of office expires or is terminated, he/she shall automatically succeed to the office of President.
6. Liaison to chapter committees.

7. Interfaces with headquarters with regards to the chapters finances.
8. Assists Chapter and City Center committees in accessing funds for their events.