



# CMSA Board of Directors Positions - Chapters

## **PRESIDENT - ELECT**

**Requirements:** Serves a one-year term followed by a two-year term as President and a one-year term as Immediate Past-President as a voting member of the Board of Directors and Executive Committee **(Recommended)**

**Reports to:** President and Board of Directors

**Basic role:** Second highest ranking elected officer in the Chapter, and at the conclusion of the President-Elect's term of office, automatically succeeds to the office of President. The President-Elect's efforts are directed to assisting the President and in assuming the Presidency. Assignments are designed and designated with this purpose in mind. The President-Elect is actively involved in supporting the President in fulfilling the goals and objectives of the Board of Directors by providing continuity to established programs and formulating future programs for which they will take responsibility for during their presidency.

### **Additional requirements:**

- Is a CMSA member in good standing.
- Has been a CMSA member for the past 3 consecutive years. **(Recommended)**

### **President-Elect must:**

1) Attend all in – person Board Meetings, Be present at a minimum of 80% of Board conference calls, and Participate in at least 80% of online voting topics.

### **Responsibilities:**

- Performs such duties and exercises the powers of the President during the President's absence.

- Works closely with the current President and Executive Director to learn the duties of the Presidency to prepare to assume that office.
- Represents CMSA with other associations, organizations, and industry groups as requested by the President or Board of Directors.
- Accepts responsibilities delegated by the President, such as representing the President at meetings, and any other duties as appropriate to the presidency.
- Makes recommendations to the Board of Directors in appointing committee chairs and members.
- Provides continuity of programs already implemented and help to develop future priorities.
- Develops plans and lay groundwork for implementation of plans for President-Elect's presidential year.
- Becomes familiar with the responsibilities of the President, the activities, and positions of the chapter, and the functions of CMSA's management company
- Be informed, knowledgeable and able to speak on the current conditions and operations of CMSA.