

## PRESIDENT-ELECT

The President-Elect serves as the IDEC BOD representative overseeing Governance and Communications. In the absence or disability of the President, the President-Elect performs the duties and responsibilities of the President.

### Election & Term of Service

**Election:** Elected by the membership

**Term:** 1 year (1 year as President-Elect, followed by 1 year as President, followed by 1 year as Immediate Past-President)

Responsibilities begin May 1 and conclude April 30. New officers attend the Board meeting held in conjunction with the annual conference prior to beginning their term of office for transition and orientation.

**Time Commitment:** 5 hours per week

### Responsibilities and Duties

- Serves on the Board of Directors and carries out Board responsibilities as outlined in the Elected Leaders Responsibilities section of this document.
- Performs duties and exercises power of the office of the President in the absence or disability of the President.
- With the assistance of IDEC staff, maintains the bylaws and submits proposed bylaws revisions to the Board and subsequently to the membership.
- Prepares goals and objectives for their term as President of IDEC.
- Serves as a representative to professional organizations and events (as directed by the President).
- Serves as Chair of the Communications Committee.
- Serves as a member of the Executive Committee.
- Serves as a member of the Finance Committee.

### Programs, Events, & Committees

- Communication Committee
- Coordination of IDEC communications in website, email, social media, and other formats, including the IDEC News (email).

### Timeline

- **Summer** – Board meeting
- **Winter** – Presidents' retreat
- **Mar** – Board Meeting at Annual Conference
- **Weekly** conference call with Executive Committee
- **Weekly** – Approve IDEC News (email) for publication
- **Monthly** – Lead Communication Committee meeting regarding IDEC News (email)
- **Monthly** conference call with Board of Directors
- **Monthly** conference call with Finance Committee