



## National President Elect

2020-2021

**Description:** As President Elect, this individual will prepare for the upcoming Presidency position by working closely with the National President to understand the role, the business of the Association during the course of this year. The President Elect will adhere to the requirements of their position as outlined in the National Operating Procedures (see National Officer Duties; Section 2)

The President Elect shall be familiar with all documentation pertaining to offices of the Association to include but not limited to; National Bylaws and Operating Procedures; Financial Management Handbook; National Vice President's Guide; AIB, etc.

### **Quarterly:**

- Review General Membership Numbers
- Communicate with Local Presidents and National Vice Presidents

### **Monthly:**

- Participate on National Board Meetings and Conference Calls as called by the President.
- Work with National Vice Presidents on Local Association comments and concerns and report to the President and the National Board.
- Review monthly minutes and Treasurer's Reports in preparation for National Board Meetings
- Meet as requested with the National President to review issues and offer support as needed.

### **Weekly or As Needed:**

- Be available to general membership for questions or concerns.
- Be available to assist President and National Board with decisions concerning the Association.
- Consider all decisions made first and foremost in the best interest of NAPMW and it's members.
- Assume any other duties as directed by the National President.
- Act in the President's behalf in the absence of the President.

**Potential Candidates Might Appreciate Knowing:** This year should be spent as a shadow of the National President. Learning all they can about the day-to-day functions of NAPMW. Our association management as it currently stands makes this position fluid in terms of the responsibilities, meaning that the job description is an on-going process. It is recommended that the candidate be familiar with Roberts Rules of Order and the basic processes of managing a business meeting. This individual should have strong experience in multiple roles within the NAPMW structure. The candidate should consider the sacrifices of time and the act of being a sounding board for the Board of Directors and members at large.