



NAWBO-OC Job Description – President-Elect

Role:	President-Elect
General Function:	Apprentice to President
Board Director:	
Current President-Elect:	Karen Gifford
Level:	Officer

Purpose of the Role:

The President-Elect position serves to prepare an individual to assume the Chapter Presidency in the subsequent year. This officer is responsible to learn and be responsive to the President's duties and responsibilities, and to the Chapter's leadership needs; readying her for a graceful transition to and successful year as President.

General Description:

The President-Elect attends all Board meetings, and is involved in all matters of strategic significance to the Chapter. In her apprentice role, she confers with the President prior to, during and after each monthly Board and general chapter meeting relative to objectives, agenda and programs. The President-Elect also interacts with the other Officers and Board Members to understand and support their functions.

Specific Activities this Role is Responsible For:

1. Board of Directors Recruitment. The President-Elect is responsible to determine the make-up of the Board of Directors that will serve in her term, and to recruit and nominate or appoint those individuals as the By-Laws dictate.
2. Preparation of Chapter Budget. The President-Elect organizes and proposes a Chapter budget for the year in which she'll serve as President.
3. Board Retreat. The President-Elect determines the agenda for, and organizes and prepares for the Board of Directors retreat held prior to her term as President.
4. Chapter Leadership. The President-Elect fills in for the President at Board Meetings and other events in the President's absence.
5. Remarkable Women Awards Event. The President-Elect works closely with the organizing Committee (as a Co-Chair or Committee Member) to assure that Chapter goals relative to event sponsorship, attendance, and community visibility are achieved, and to prepare for her role as co-master of ceremonies at the Remarkable Women Awards event in her term.

Sub-Committees:

The President-Elect has no formal oversight of sub-committees. She has the wherewithal, under the President's or Board's direction, to form ad-hoc committees and task forces specific to certain initiatives and projects.

Expected Monthly Time Commitment: 8-20 hours per month

Additional Requirements:

- As her schedule permits, the President-Elect should attend Chapter meetings and events other than the regular monthly meetings:
 - Member Mixers
 - New Member Orientations
 - Educational Events
 - Other special meetings or events
- The President-Elect should familiarize herself with the Women's Business Institute; including its structure, leadership, mission and goals.
- The President-Elect should familiarize herself with the Chapter's governance, general policies and procedures, and with key performance measures.

Experience Desired | Required:

- Significant prior experience in a corporate or organizational leadership role
- Highly professional in appearance and actions
- Comfortable in a collaborative/volunteer environment
- Self-directed and self-motivated
- Track record of success in business
- Excellent verbal and written communications skills
- Prior experience serving on the NAWBO-OC Board of Directors preferred