



Southeast Chapter

Position Description: **PRESIDENT-ELECT / PROGRAM CHAIR**

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Type of position: Elected

The President-Elect shall assist the President in all of his or her duties and responsibilities and shall become President at the end of the term of the incumbent. If a vacancy occurs in the office of President, the President-Elect shall immediately assume the duties of this office for the remainder of the term *and subsequently* for the term for which he or she was elected.

The President-Elect works with the President to identify and recruit new volunteers to serve on the chapter board for the upcoming year, and presides at general, business, and executive board meetings of the chapter in the absence of the President. If neither the President nor the Immediate Past President can attend an AMWA national board meeting, the President-Elect shall attend.

The President-Elect is also the Program Chair. In that capacity, he or she develops and prepares programs for the chapter calendar year (beginning in May), including contacting speakers and arranging all event details, and arranging for publicity related to upcoming events.

Throughout the year:

- Attends all general, business, and executive board meetings of the chapter.
- Attends all chapter meetings and writes brief account of them for the newsletter (a delegate can be appointed if a meeting cannot be attended)