PRESIDENT - ELECT

Reports To: President and Board

Prerequisites:

1. Must be serving on the current Board, or on one of the three prior Boards.
2. Must be a Professional Member in good standing.
3. Commitment to serve as President and Past President in subsequent two-year period.

Job Description:

The President-Elect shall oversee the Finances’ of the Chapter & work closely with the Treasurer, and President to stay within the current budget. With cause the President-elect may perform a periodic independent audit of the Chapter’s financial affairs; and in general shall oversee all duties incident to the office of treasurer of the Chapter. The duties of the President Elect may be assigned, in whole or in part, to the Treasurer. President Elect shall perform such other duties as from time to time may be assigned by the President. The duties shall include recommendation and supervision of appropriate teams to formulate programs and recommend policies relating to those issues.

Committees:

1. Nominating Committee (Chair & Advisor)
2. Fall Fundraiser (Chair)

Responsibilities:

1. Attend all Board meetings and make every effort to attend all Membership events.
2. Provides written reports to the Board Members when appropriate.
3. Represents the Chapter and the profession of Interior Design.
4. Shall carry out official duties as requested by the President.
5. If for any reason the President’s term of office expires or is terminated, he/she shall automatically succeed to the office of President.
6. Shall develop a budget with the assistance from the Treasurer and in collaboration with the President for their term as President.
7. Responsible for getting the President’s Award/Gift to be presented at the Annual Dinner
8. Review & adhere to the annual budget for the Fall Fundraiser event.
9. Works with the Director of Sponsorship for event fundraising.
10. Shall develop and advise the nominating committee through successful completion
11. Shall evaluate & approve all submitted RFQ’s and forward to HQ for processing
2016 CALL FOR NOMINATIONS – INTEREST FORM

Your Name: _______________________________

Phone: _________________________________

Email: _________________________________

Name of Person nominated: _______________________________

Nominee’s Phone: _______________________________

Nominee’s Email: _______________________________

Position for which candidate is being nominated: _______________________________

Briefly describe why you think the nominee is a good candidate: _______________________________

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