**President Elect**

Serve as direct support to the Chapter President and in their absence, perform the duties of President.  The President Elect shall serve on the Nominating Committee to develop a slate of qualified Board members for the following year while organizing and recruiting volunteers for the current year.

*Time Commitment:*

* Regular attendance at monthly meetings, Board meetings and Executive Committee meetings
* Attendance at Two Board retreats
* Attendance at all official chapter activities and functions
* Attendance at WEC
* Attendance at Coalition of Chapter Presidents (non-voting) meetings held in conjunction with WEC
* Attendance at Chapter Business Summit
* All other related activities (10-15 hours/month)

*Specific Responsibilities:*

* Organize and recruit committee volunteers
* Maintain Board of Director Action Item to do list
* Update Policies and Procedures when the Board makes changes
* Ensure the chapter adheres to minimum chapter standards as prescribed by MPI
* Submit agenda items for Board of Directors meetings in advance of meetings
* Act as coach, advisor and counselor to board members and committees
* Attend monthly board meetings, chapter events and committee meetings
* Report on the strategies, successes and challenges of assigned committees to Board
* Support and defend policies and programs adopted by the Board of Directors
* Conduct transition meeting with successor
* Establish and facilitate Chapter Tools for departing and incoming Board of Directors and Chairs
* Establish and facilitate an orientation program (Annual Board Retreat) for the incoming Board of Directors
* Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned
* Perform other duties that may be delegated by the President and/or the Board of Directors
* Act as guardian of the chapter's bylaws, policies and procedures to ensure they are updated as necessary and in compliance with MPI bylaw standards
* Perform other duties that may be delegated by the President and/or Board of Directors