

# President-Elect

Name

Revised  
03.01.2017

## Position Overview

The role of the President Elect is to serve as the right hand to the President, shadow, fill in for, and support the President in any way she can. This is a learning year to prepare for the Presidential role.

## MONTHLY DUTIES:

1. Review board minutes from previous month meeting.
2. Attend the monthly luncheon. *(11:15 arrival time, 2<sup>nd</sup> Thursday of every month minus June)*
3. Compose monthly board report. *(Due @ 5:00pm Tuesday before board meeting)*
4. Attend monthly board meeting. *(3<sup>rd</sup> Thursday of every month minus June)*
5. Compose Newsletter article, if necessary, and forward it to VP of Public Relations. *(Due the 25<sup>th</sup> of every month)*
6. Upon receiving the list of guests from the VP of Reservations, follow-up via email or phone with the guests.
  - a. provide an opportunity to gain feedback about the meeting
  - b. review the membership packet
  - c. invite them back again next month
7. Ambassador Program
  - a. Assign new members to predetermined Ambassadors to introduce and assist them to know WIL
  - b. Follow up with Ambassadors, hold annual meetings, etc.
8. Send sympathy, get well and congratulations cards upon learning of situations impacting our members
9. Organize the delivery of flowers to board members in recognition of a death in the family and to celebrate the birth of a baby
10. Fill in for the President absence at board meetings and or monthly luncheons

## *Specific activities recommended by month:*

### JULY

1. Attend the July board retreat (replaces the July Board meeting) where the upcoming season can be discussed (typically a 3-hour meeting in the afternoon).

### MAY

1. Meet with the President to begin cross-training for the position; 1-2 hours
2. Set goals for the upcoming year; 1 hour
3. Plan board retreat date and location; 15 minutes
4. Make reservations for the first half of the upcoming membership year for Board Meeting location and time; 20 minutes

***Total Time/mo: 3-4 hours (monthly meeting, board meeting & report)***