

2011
BOARD OF DIRECTORS/OFFICERS (B)
(approved 11/98; 1/10; 4/11; 4/13; 1/15; 10/15; 10/17; 1/19)

President-Elect
Job Description

It is the responsibility of the president-elect to support the president's efforts in facilitating the work of the committees and to assume responsibilities of the president in case of the president's absence.

General Duties:

1. To work with the president to oversee the work of the committees.
2. To represent the president in the president's absence at any formal meetings.
3. To serve as chair of the conference program planning committee
4. To solicit authors for informational articles on important issues in gifted education or on the work of the committees to be distributed to members.
5. To develop a strategic plan in collaboration with the president and board chair and preside at the strategic planning meeting during the second year of his/her term.
6. To serve on the executive committee that meets regularly to review corporation issues.
7. To take minutes at the executive committee meeting for distribution within a week.
8. To work with the president to conduct an annual evaluation of the executive director.

9. To maintain copies of important documents to be passed on to the next president-elect.
10. Other duties as assigned by the president or board of directors.