|  |  |
| --- | --- |
| Board Position Title: | **President-Elect** |
| Term of Office: | 1 year (January – December) beginning on the first day of the calendar year immediately following his/her election. |
| Position Description: Prepares to lead the Chapter as President as part of the tripartite role of President-Elect, President, and Immediate Past-President. |
| Roles/Responsibilities:The President-Elect -* Learns the NRAJPD’s current and long-term goals with affiliated timelines.
* Assists the President with assigned tasks and updates stakeholders (committees and board) on the status of these assignments.
* Establishes and maintains communication with the President-Elects of State Divisions.
* Chairs the Conference Planning Committee
* Co-chairs the Constitution and Bylaws Committee.
* Nominates to the Board three members to serve on the Executive Committee.
* Assumes the duties of the President in the temporary absence of the President.
* Serves as a member of the Executive Committee.
* Actively participates in all NRAJPD Board meetings and functions.
* Ensures the NRAJPD has the economic resources to fulfill its mission.
* Works to advance the mission of the NRAJPD.
* Serves as an ambassador for the NRAJPD.
* May serve on various committees at the request of the NRAJPD President.
* Assists the President to prepare and submit the NRAJPD yearly report to the national office according to the guidelines set by the national organization.
 |

|  |  |  |  |
| --- | --- | --- | --- |
| Adopted by: | NRA Board of Directors | Date: | October, 2018 |
| Reviewed by: | NRA Executive Committee | Date:  | March, 2020 |
| Updated by: | C & B Committee | Date: | October, 2020 |