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| Position Description | 1.02 |
| Date of Enactment | 2010 |
| Date last reviewed | June 2022 |

# PRESIDENT-ELECT

**REPORTS TO** President

## POSITION SUMMARY

The President-elect prepares to assume the duties and responsibilities of the President.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Promote and support the Bylaws, Policies and Procedures, and Position and Committee Descriptions of ANG.
2. Attend all regular and called meetings of the Board of Directors of ANG:
   Board of Directors Meetings
   Meetings at Seminar
   Other meetings as requested by the President
3. Train in all areas of the President's responsibilities.
4. Perform duties of the President in the President's absence.
5. Serve as the Board liaison to assigned committees and appointees.
6. Maintain and protect the assets of ANG.
7. Maintain the electronic files of required of the office and transfer these files to the successor in accordance with Policy 10.7.01.
8. Prepare and submit the following:
   Report to the Board of Directors prior to each Board meeting

## OTHER DUTIES AND RESPONSIBILITIES

1. Serve as an *ex-officio* member of the Seminar Faculty Selection committee.
2. Serve as an *ex-officio* member of all committees on which the President serves as a member.
3. Financial:
   1. Prepare and submit expense reports to the President for approval
   2. Coordinate and prepare annual budgetary recommendations for areas of responsibility and assigned committees and appointees.
   3. Review monthly financial reports.
4. Perform other functions as necessary or as assigned.

## KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Professional or volunteer experience in administration and supervision.
2. Experience in development of new programs and educational opportunities, as well as a willingness to accept changes to improve the organization for the future.
3. Experience in fiduciary responsibilities relating to protecting the assets of ANG.

4. Recent service on the ANG Board, the Executive Council, or a National Committee; or as an elected officer of an ANG chapter
5. Experience in leadership, administration and supervision of an organization's staff.
6. Business experience including:
    1. Proven ability to read a financial statement
    2. Proven ability to read and understand a contract
    3. Proven ability to write/modify a contract
7. Experience in preparing budgets and monitoring expenditures.
8. Knowledge of Expense Reporting.
9. Proficient in the use of the computer: email, word processing, database and spreadsheet. Internet access is required.
10. Organizational, interpersonal, and time management skills.
11. Effective written and oral communication skills.
12. Willingness to review and respond to emails daily.
13. Prior attendance at ANG Seminars.

**GENERAL**

1. May take classes at ANG Seminars as time allows.
2. This position description may be changed by the Board of Directors.
3. Time Commitment: At least 20 hours average per week.