



JOB DESCRIPTION
OF THE
PRESIDENT ELECT

Overview: The President Elect is responsible for working with the President to ensure that the members the Board of Directors (BoD) are aware of, and fulfill their governance and fiduciary responsibilities; comply with the UOAA Constitution and applicable policies and procedures; and will be held accountable for their performance as a member of the BoD. The President Elect is accountable to the President and BoD as specified in the Constitution. The President Elect is responsible for understudying the President and taking an active role in the governance of the UOAA.

Responsibilities: In order to fulfil these responsibilities, subject to the provisions of UOAA's Constitution, the President Elect shall interact with the President and Executive Director, review BoD meeting agenda and minutes prior to distribution, propose policies and procedures; participate as an active member of various committees as assigned by the President; monitor the actions of BoD members suggesting constructive criticism of their performance to the President when appropriate; when necessary submit reports to the BoD; serve as a fundraiser; serve as a talent scout for potential UOAA committee and BoD members, serve as a Liaison to kindred organizations when assigned by the President and represent UOAA at their meetings and exhibitions when required; and, perform other duties as directed by the President.

As a Member of the BoD the President Elect:

1. Serves when directed, with the President, and Executive Director as a spokesperson for the organization.
2. Is a partner with the President and Executive Director in achieving the UOAA's Mission.
3. Presides over UOAA BoD meetings when President is unable to fulfill duties, or when directed to do so by the President.
4. Assists the President and Executive Director in the preparation of meeting agendas and in the review of the minutes prior to distribution.
5. Collaborates with the President in the establishment of organizational priorities.
6. Collaborates with the President and Executive Director in the establishment of organizational priorities.
7. Serves ex officio as a member of committees as requested by the President, with the exception of the Nominations and Elections Committee.
8. Discusses issues confronting the UOAA with the President and Executive Director.



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9. Helps guide and mediate BoD actions with respect to the UOAA's priorities and governance concerns.
10. Maintains awareness of UOAA strategic presence recognizing its strengths, weaknesses, opportunities and threats. Assists in the preparation and review of Strategic Plans.
11. Proposes amendments to the Constitution when appropriate.
12. Works with President, Treasurer, Executive Director, and, Conference Planning Chair in the development of Fiscal Year Operational Plans.
13. Prepares for a seamless transition to the Office of President.
14. Assists in the recruitment of committee and BoD members. Is prepared to recommend a qualified candidate/s as their successor.
15. Participates as an active member in UOAA's fund raising programs/activities.
16. Take on other responsibilities assigned by the President.
17. Is responsible for the updating and maintenance of UOAA's online document compendium and archives.