## **BOARD MEMBER RESPONSIBILITIES**

**PRESIDENT ELECT**

**PRESIDENT ELECT shall:**

1. Attend all general meetings, board meetings, assigned committee meetings and special meetings of SFV-CAMFT. Notify President if unable to attend.
2. Perform all duties of the president in the event the president and past president are unavailable or unable to serve.
3. Assist Vice President of Membership, Vice President of Programs, and Vice President of Marketing and Communication as needed. Perform such other duties as are delegated by the president or the board of directors.

4. Serve as a member of the Finance Committee.

5. Serve as an ex-officio member, without vote, of all other committees.

6. Work closely with the President, assisting whenever necessary and assume responsibilities as directed by the President.

7. After elections have taken place, provide all elected board members a copy of board member job description for their elected position, collect a signed copy of the document and with assistance of the Secretary maintain copies in Google Docs.

8. Check designated chapter email at least two times a week (every 3-4 days) to keep up with all chapter correspondence.

9. Maintain and transition complete records to the incoming president elect by utilizing email folders, and placing copies of chapter documents in the appropriate shared Google Drive folder, in order to maintain historical information.

10. Succeed to the presidency following the completion of the current president's term of office (must meet licensure requirements per bylaws prior to succession).

*I have read and understand the responsibilities for this position and will serve my elected term for the year \_\_\_\_\_\_\_\_\_\_\_.*

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| Print Name |  | Signature |  | Date |