

**PRESIDENT-ELECT  
JOB DESCRIPTION & DUTIES**

The President-Elect is an officer of the board of Directors for Nebraska Music Education Association. The President-Elect shall be elected by the membership in odd-numbered years, and shall hold office for a term of two years. Terms commence on January 1 following election. The President-Elect shall then subsequently hold the office of President for a term of two years and Immediate Past President for a term of two years. Any individual nominated or elected as an officer or member of the Board of Directors of the Corporation shall be an active member in good standing of this Association for at least three consecutive years immediately preceding the standing for election. If any active member, officer, board member or committee member of this Association shall cease to be a member of the Association, his/her rights to act as such officer, board member or committee member of the Association shall, by reason of that fact, terminate. The election of officers may be held at the annual meeting of members or by electronic vote. Any vacancy occurring in any office, whether because of death, resignation or removal, with or without cause, or any other reason, shall be filled by the Board of Directors. The President-Elect shall perform the duties of the President in case of absence or inability to act, and have the right to vote and such other powers or perform such other duties as may from time to time be assigned by the President or Board of Directors. (NMEA Bylaws, adopted 11/17/2017.)

Update last made by Annette Peters, Executive Director DATE: 02/24/2019

**GENERAL RESPONSIBILITIES**

The President-Elect may serve as the Conference Chair or Chair of any other Committee during one or both years of his/her term as President-Elect.

Work closely with the President on preparation for business meetings, agendas, and the implementation of the strategic plan review and implementation. Attend Board meetings; submit reports on activities to Board.

Perform the duties of the President in case of the President's absence or inability to act.

Write articles for each issue of the magazine.

Perform other duties as assigned by the President or Board of Directors.

**SPECIFIC RESPONSIBILITIES**

**January**

- Prepare a board report and attend January board meeting.
- Write journal article for the March issue (deadline January 10).
- In second year of term, determine tentative schedule of board

	meetings for the two-year term as President. Present to Board of Directors for discussion and possible changes.
<b>March / April</b>	<ul style="list-style-type: none"> <li>• Submit Board Report and attend board meeting.</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Submit article for the July issue by May 10.</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>• Submit Board Report and attend board meeting.</li> <li>• Attend NAFME's National Assembly (optional first year; required second year).</li> </ul>
<b>July / August</b>	<ul style="list-style-type: none"> <li>• Submit article for the October issue by July 10.</li> </ul>
<b>Sept/October</b>	<ul style="list-style-type: none"> <li>• Submit Board Report and attend board meeting.</li> <li>• Attend NAFME North Central Division leadership meeting (optional first year; required second year).</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Submit Board Report and attend board meeting.</li> <li>• Submit report for annual meeting by November 1.</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>• Write article for the March magazine issue (deadline January 10).</li> <li>• Work with President on review of strategic plan and implementation.</li> </ul>