



## **Presidential Stream – President-Elect Summary of Responsibilities**

*Revised: March 2017*

### **Summary of Charge:**

The President-Elect is responsible for:

- Promoting EnglishUSA to current and potential members and to other organizations in the international education field
- Working closely with the President to learn the role and duties of the incumbent to insure a smooth transition of leadership

### **Length of Term**

One year as President-Elect, one year as President, one year as Past President

### **Committees**

- ◆ The President and President-Elect serve on the Finance Committee. The President-Elect may also be appointed by the President to serve on ad hoc committees. The President and President-Elect also serve on the CIEPA (Council of IEP Associations) organized through NAFSA (with one closed meeting at NAFSA)

### **General Responsibilities**

- Attend all board meetings, annual business meeting and reception, Stakeholders Conference and Professional Development Conference
- Align activities with the goals of the EnglishUSA strategic plan
- Review the strategic plan annually and contribute to its revision as necessary
- Contribute to the recruitment of new board members
- Attend Finance Committee meeting (prior to board meetings)
- Participate in the annual evaluation of the Executive Director at board meeting before NAFSA
- Contribute to the EnglishUSA Newsletter or blog if needed