



Position Description	1.02
Date of Enactment	2010
Date last reviewed	February 2018

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, Standing Rules, Policies and Procedures of ANG.
2. Attend all regular and called meetings of the Board of Directors of ANG:
 - Board of Directors Meetings
 - Meetings at Seminar, such as the Annual Membership and Executive Council
 - 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 Board liaison to assigned committees and appointees.
6. At Seminar, assist with Exhibit judging process.
7. Maintain and protect the assets of ANG and its members.
8. Maintain the files of office and transfer these files to successor in accordance with Policy 10.7.01.
9. Prepare and submit the following:
 - Report to the Board of Directors prior to each Board meeting

OTHER DUTIES AND RESPONSIBILITIES

1. Serve as a *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 a quarterly expense report to the President for approval
 2. Coordinate and prepare annual budgetary recommendations for areas of responsibility and assigned committees and appointees.
 3. Review periodic 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 the members.
4. Recent service on the ANG Board, the Executive Council, or a National Committee; or as an elected officer of an ANG chapter
5. Business experience including:
 1. Ability to read a financial statement
 2. Ability to read and understand a contract
6. Ability to write/modify a contract
7. Preparation of Budget/Monitor performance actual vs. budgeted amounts
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 email on a daily basis.
13. Prior attendance at ANG Seminars.

GENERAL

1. May not take classes at ANG Seminars.
2. This position description may be changed by the Board of Directors.
3. Time Commitment: 20-30 hours average per week.