

WESTOP SoCal Role and Responsibilities 2016 - 2017

Position: President-Elect

Purpose: Work closely with the President to acquire the skills, competencies, and knowledge of chapter objectives, activities, procedures and services.

Key Responsibilities:

1. In case of the absence or disability of the President, to temporarily exercise all the powers and perform all the duties of the President.
2. In case of vacancy of the President, to succeed to the office of the President for the remainder of that term of office as well as his/her subsequent term of office as President.
3. Will oversee all aspects of the annual Student Leadership Conference and TRiO Day of Service.
4. Will oversee the following service council positions: Public Relations, Resource Development, and Student Development.
5. Attend all Chapter general meetings, executive committee meetings, monthly conference calls, and two in person retreats.
6. Any other duty and task as assigned by the President, which is related to the overall purpose of the Chapter and the good of the Association.
7. Participate in WESTOP and Chapter committees as needed.
8. Prepare a written report one week prior to scheduled chapter meetings and submit them to the president.
9. Candidate must be available for training at the conclusion of next year's WESTOP Conference. During the Presidency the candidate must attend five WESTOP Board Meetings.
10. Candidate must attend the last WESTOP Board of Directors Meeting to ensure a smooth transition. This meeting traditionally occurs in May/June.
11. Other duties as assigned by the WESTOP Board related to the overall purpose of the Chapter and the good of the Association.

Elected by: WESTOP SoCal Chapter during the annual conference.

Term Length: 1 Year

Time commitment: 4 years Total

1. President Elect (1 year term), President (2 year term), and Past President (1 year term)
2. Four-five Chapter Meetings annually (this includes attendances to PDS and the WESTOP Annual Conference)
3. Monthly Executive Board & Service Council Conference Call Meetings and two in person meetings.

Reports to: President