



## TERMS OF REFERENCE PRESIDENT ELECT

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**Creation Date:** March 24, 2017

**Revision Date:** March 20, 2020

### **Purpose/Role:**

The President-elect and Vice President shall have authority as and assume the full duties of the President in case of his/her absence. The President-elect shall, in most cases, succeed the President in the leadership track.

### **Responsibilities:**

Specific duties include, but are not limited to:

- Lead succession planning activities for all chapter committee chairs,
- Perform yearly review of the Chapter Administrator contract/performance,
- Become acquainted with all the duties of the President and other officers,
- Be familiar with the chapter's bylaws and operating procedures,
- Chair at least one Board Standing Committee,
- Be familiar with the duties of all committees,
- Act as liaison with the committees, Board of Directors and AFP International Headquarters, as requested by the President,
- Perform duties as assigned by the President,
- Attend a Chapter Leadership Workshop,
- Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term.

### **Membership:**

- The member of the AFP Ottawa Chapter Board of Directors;
- The member of the AFP Ottawa Chapter Board Executive.
- AFP Ottawa Chapter member

### **Accountability:**

- There are no additional board members/chairs accountable to the AFP Ottawa Chapter President Elect;
- There are no committees or volunteers under this board position.

### **Meeting schedule and Time Commitment:**

- The AFP Ottawa Chapter President Elect is expected to attend:
  - Monthly Board of Directors meetings
  - The Annual General Meeting (typically scheduled in May of each year);
  - The AFP Board Orientation Meeting, (typically scheduled in June of each year).

**Policies:** Reference AFP Ottawa Chapter by-laws

**Evaluation:** The terms of reference shall be reviewed annually from the date of approval. They may be altered to meet the current needs of all committee members, by agreement of the majority.