



**PCMA Southeast Chapter
Board of Directors Position Description**

Position Title: *President-Elect*
Reports to: Chapter President

POSITION SUMMARY:

The role of President-Elect is to familiarize the office holder with the obligations and duties of the President. The President-Elect will shadow the President in all organization functions and take on any assignments delegated to the President-Elect. The President-Elect works directly with the President and Chapter Administrator.

Statement of Purpose: Prepare for succession to Chapter President

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Board & Leadership

- Accordance with all bylaws and policies mandated by Chapter and PCMA National
- Attend and participate in monthly board meetings, which are conference call and in-person throughout the year
- Attend and participate in an annual board retreat (typically Thursday – Saturday)
- Accountability for tracking and execution of operational tasks relating to position
- Support initiatives and programs held by the chapter
- Create a succession plan and train successor toward end of term

Succession

- Help lead the organization to achieve its goals for the year
- Represent the organization at related events and meetings
- Familiarize the office holder with the obligations and duties of the President
- Serves as a voting member of the PCMA SE Board of Directors and is expected to attend and participate in all meetings of the Board
- At the request of the President, or in his/her absence or disability, may perform any of the duties of the President
- Complete assignments delegated to the President-Elect, such as: appoint standing and special committees
- Organize and lead the annual fall retreat/Board meeting
- Plans and executes the GMID Atlanta Meeting
- Plans the annual reception for the PCMA Convening Leaders Chapter Reception
- Review monthly minutes and financial reports
- Complete other duties as they arise

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledgeable of PCMA
- Ability to identify and analyze financial reports and make budgetary recommendations
- Ability to work in a fast-paced environment and meet deadlines
- Ability to work on own and delegate tasks
- An excellent, open, articulate, and personable communicator with diplomatic and persuasive communication skills
- Proficient in MS Office (Word, Excel, PowerPoint)

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Ability to perform work utilizing a computer for extended periods of time
- Ability to sit for extended periods of time in performing work
- Ability to travel by air or ground transportation as required in performing the work and abilities as described to perform the job on a consistent basis.