



**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. **Member of the Chapter Executive Committee.**

**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
- Board Representative for GMID (Global Meetings Industry Day). Serve on Committee with other associations in Atlanta area to plan and execute event.
- Board Representative for the Annual Holiday Luncheon with IAEE SE and MPI Georgia.

**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
- 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.