



montana chapter

JOB DESCRIPTION CHAPTER PRESIDENT-ELECT

General Description:

The President-elect shall provide support and assistance to the operation of the chapter. The President-elect shall plan for the coming year in which (s)he will serve as President. The President-elect acts as Co-Education Chair, assisting the Vice-President. The President-elect acts in the capacity of the President when he/she is unable to be present. The President-elect is delegated responsibility by the President at his/her discretion.

Term:

One Year

Time Commitment:

72 hours/year average or 6 hours/month average

Responsibilities:

- Participate in developing and updating the Chapter's strategic plan, as needed.
- Work with the President to develop goals and objectives for the Chapter for the year.
- Support the President to carry out the Chapter's annual goals and objectives.
- Coordinate the chapter's planning and goal-setting process for the coming year.
- Begin to plan, and develop goals and objectives, for your President year prior to LTC. Work with the incoming Secretary and Vice-President to develop the agenda.
- Assist in selection of committee members for chapter committees, ensuring participation on all committees by non-board members.
- Work with nominating committee to identify nominees for the board and succession for chapter chairs.
- Support and mentor incoming chairs, assist with all committees as needed.
- Attend LTC, Fall Presidents Meeting and other HFMA National meetings as appropriate.
- Serve on one or more committees to support the Western Region Symposium.
- Attend all meetings that the President is unable to attend with his/her proxy, as necessary.
- Serve as the Education Committee Co-Chair and mentor/support VP Education Chair and Secretary in their program related responsibilities.
- Issue checks as they are approved for payment from two Officers.
- Assist the Treasurer with the development of the budget for the upcoming year.
- Mentor, train and support incoming President-elect to prepare for year-end transition.