



AAUW West Harris County Branch

Position: **PRESIDENT-ELECT**

General Duties of President-Elect: (Branch Bylaws Article VI, Section 2, Part c)

The president-elect is an administrative elective position. The member in this position shall become familiar with the duties of the president in preparation for assuming the office of president the following year and shall perform such duties as the president and the Board shall direct.

Term of Office:

One year as part of a three-year commitment to the branch (One year as President-Elect, one year as Branch President, and one year as Past President)

Responsibilities to West Harris County Branch:

- Become familiar with the duties of president along with bylaws, policies & procedures and strategic plan.
- Attend all monthly meetings of the Board and the general membership.
- Greet members and prospective members at the *Membership Coffee* in August.
- Attend various interest groups and share comments and concerns with the Board.
- Work with Branch President and Membership VP to arrange for the Branch *Holiday Party* in December.
- Participate on the *Nominating Committee*.

Responsibilities to AAUW Texas:

- Become knowledgeable of communications from state representatives.
- Attend State Conference if applicable.

Responsibilities to AAUW National:

- Access information and communications on the AAUW website.
- Become knowledgeable of AAUW initiatives and procedures of participation.

Leadership Skills Helpful to the Position:

- Willingness to learn and become informed about goals, issues and activities in AAUW as well as those skills necessary to lead the branch forward in a fair and productive way the following year.

Other officers and members with whom this position interacts and how:

- Interact with all officers and members-at-large as much as possible.

Time-Line of operations/activities/responsibilities throughout the AAUW year:

- Operating calendar attached.