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## ***JOB DESCRIPTION***

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**Position Title:** President-elect

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### **BASIC FUNCTION**

The President-elect assumes the duties of the President in the temporary absence of the President and performs any other duties as assigned by ADCES Bylaws and the Board of Directors. The President-elect automatically succeeds to the presidency for the proceeding term. The President-elect office is for a term of one year beginning on the first day of the calendar year immediately following his/her election.

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### **DUTIES AND RESPONSIBILITIES**

1. Assumes the duties of the President in the temporary absence of the President, which can include serving as the presiding officer for Board of Directors and Governance Committee meetings
2. Serves as a member of the Governance Committee and the Planning and Development Committee
3. Coordinates orientation for new Board members
4. Attends media and leadership training prior to the beginning of his/her presidential year
5. Performs other duties as assigned by the Board of Directors

\*The duties and responsibilities, conduct, and knowledge, skills & abilities for Board director positions also apply to officer positions.

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### **MINIMUM QUALIFICATIONS**

- Must be a current member of the Board of Directors, or a previous member of the Board who has been off the Board for no more than one year and is an active member.
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## **KNOWLEDGE, SKILLS AND ABILITIES**

In addition to all knowledge, skills, and abilities of a Board Director:

- Demonstrates objective leadership and personnel management abilities and promotes a team, consensus-building approach
  - Presents a positive professional image, exhibiting professional behavior at all times
  - Skilled communicator and facilitator
  - Organizational and management skills; ability to manage multiple projects
  - Prioritizes issues consistent with ADCES's strategic plan
  - Empowers and respects others
  - Appreciates change and the ability to manage change
  - High energy level
  - Media savvy
  - Interest in the general principles of fiscal oversight for not-for-profit organizations
  - Awareness of the internal and external political environment
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## **CONFLICT OF INTEREST UNDERSTANDING**

No member of the Board of Directors shall seek, nor shall he/she derive any compensation, personal profit or personal gain, directly or indirectly, to her/himself or her/his employer by reason of his or her participation with the ADCES. Prohibited compensation includes, but is not limited to, remuneration for services rendered as part of ADCES's conferences, workshops, courses and publications.