



JOB DESCRIPTION

Position Title: President-elect

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.

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.

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

- Ability to meet all expectations of the position and time commitment
- Strategic and critical thinker
- Visionary
- Commitment to ADCES by willingness to represent and promote the association, and to put the association's interests first without regard to professional discipline, practice, or personal interest
- Skilled communicator and facilitator
- Ability to manage multiple projects
- Sense of humor
- Enthusiasm
- Objectivity
- Prioritizes issues consistent with ADCES's strategic plan
- Outcomes/results oriented
- Empowers others
- Diplomatic when dealing with opposing viewpoints
- Appreciates change and the ability to manage change
- Organizational and management skills
- High energy level
- Interest in the general principles of fiscal oversight for not-for-profit organizations
- A team player, consensus builder
- Media savvy
- Presents a positive professional image
- Computer and technology literate with reliable access to a computer and mobile phone
- Operates at all times in an environment of trust, confidentiality, and candor
- Demonstrates ability in leadership and personnel management
- Politically astute

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.