

President-Elect (1)

Qualification:

Current member of PDA, active member in local chapter at least two (2) years preceding election.

Term:

Two years, followed by two years as President (4 years total)

Overall Responsibilities and Duties:

The President-Elect shall have such powers and perform such duties as may be assigned to him or her by the Chapter Board or the President. In the absence or disability of the President, the President-Elect shall perform the duties and exercise the powers of the President. The President-Elect shall become President upon completion of his or her two (2) year term.

1. Become oriented to the duties and responsibilities of Chapter President:
 - a. Become knowledgeable of Global PDA bylaws and policies.
 - b. Become knowledgeable of local chapter bylaws and policies.
 - c. Review PDA Chapter Leadership Handbook.
 - d. Become knowledgeable of Chapter policies and procedures.
2. Work closely with chapter president.
3. Attend local chapter meetings and other meetings delegated by the chapter president.
4. Serve as chairman of at least one chapter committee, such as Education or Membership Committee.
5. Submit a report at the changing of the officers meeting that includes a year -end report and goals for term as President.
6. Submit expense request forms to chapter treasurer before spending chapter funds.
7. Perform other duties as delegated by the President.