

UPCRA  
POLICY/PROCEDURE

OFFICE: President-Elect

SUBJECT: Role and Responsibilities

PURPOSE: To provide direction to the President-Elect as to their role and responsibilities and to aid in the transition of officers.

POLICY: The President-Elect shall be chosen by the nominating committee and approved by a simple majority of the UPCRA membership.

LENGTH OF TERM: two (2) years. The officer shall begin his or her term of office upon the close of the annual meeting of the members at which he or she is elected. The President-Elect shall be elected on the same year as the president (on the even year.)

PROCEDURE: Duties of the President-Elect will include, but may not be limited to:

- 1) Assume duties of the President in the President's absence
- 2) Duties as assigned by the President or by the Board of Directors
- 3) Serve on the Education Committee, Nominating Committee, Website Committee and Scholarship Committee.
- 4) Purchase the card and gift of appreciation for the outgoing president to a total of \$100 and submit the bill to the UPCRA Treasurer. The President Elect shall present the gift to the outgoing president at the annual conference.
- 5) Care and updating of the display board (stored in Sioux Falls.)