

## President-Elect 2017



**“The President-Elect shall have served at least one year as a member of any Chapter Board of Directors prior to assuming the office of President-Elect.”**

### **PRESIDENT-ELECT**

The President-elect shall:

- a. Assist the President in the discharge of the duties of the President as the President may direct, and shall perform such other duties as may be prescribed from time to time by the President or the board of directors.
- b. Prepare to assume the office of President.
- c. Fill the office of President should that office become vacant and subsequently fills the office of President for a regular term as is entitled the President-elect.
- d. Represents the chapter at the APIC National Conference in the event the President is unable to attend.
- e. Performs such other duties as delegated by the President.
- f. Serves as Program Committee Chairperson.  
Serves as Program Chair for calendar year of service-  
Schedules all speakers for monthly educational offerings during calendar year of service  
Additionally, schedules speakers for first several months of new calendar year to assure smooth transition from outgoing President-Elect to incoming President-Elect.
- g. Purchases plaque for outgoing President.
- h. Upon retiring, delivers to the successor all APIC Chapter properties in his/her custody at least one week prior to the first meeting of the New Year.