

Subject: Job Description	Initial Date: 01-02-07	
Responsibility: President-Elect	Date Reviewed: 02-23-07	
Approved by: SCV-CAMFT Board of Directors 03-27-09	Date Revised: 3-27-09	P&P 110-B, and P&P 200

110--B

JOB DESCRIPTION FOR THE PRESIDENT-ELECT

As defined in bylaws:

President-elect: The president-elect shall succeed to the presidency. He/she shall, in the absence of the president or in the president's inability to serve, perform the duties of the president. He/she shall also perform those duties assigned to him/her by the president and/or the board of directors and shall convene the nominating committee preceding the year in which he/she takes office as President of the association.

Specific duties:

The President-Elect shall perform any and all duties of the President in the absence of the President and any other duties as assigned by the President.

The President-Elect's duties include:

1. Attends all board meetings and the annual chapter meeting.
2. Attends board meetings prepared to debate and discuss issues at hand.
3. Regularly handles board business through email, including debate, which allows a board meeting to be mainly a voting event for issues already discussed by email.
4. Actively supports the decisions of the Board of Directors.
5. Ensures adherence to the mission and goals of the chapter.
6. Ensures adherence to chapter deadlines.
7. As a chapter officer, acts as a signatory on the chapter checking account.
8. Contracts, monitors and works with the Chapter Coordinator, including reviewing the coordinator's invoicing of chapter work hours. Coordinates coverage of basic duties when the Chapter Coordinator is away from the office, including email, voicemail and PO box duties.
9. Acts as liaison to the Chapter Coordinator by receiving, approving and prioritizing non-routine task requests from chapter and board members, and approving of and prioritizing these non-routine tasks requested.
10. Tracks and responds to therapy referral requests (both voicemail and email) in a timely manner and records the activity on the P&P 200 -- Referral Request Tracking Form.
11. Tracks potential board member applicants and uses this information in conjunction with the nominating committee to form a new board, in election (odd-numbered) years.
12. In election (odd-numbered) years, creates and oversees the nominating committee for the upcoming term. This allows the President-Elect the opportunity to approve and recruit board members who are a "good fit."
13. Assumes President's duties in his/her absence.
14. Assumes additional tasks as assigned by the President.
15. Assumes the office of presidency if President leaves office before end of term.

Santa Clara Valley Chapter - California Association of Marriage and Family Therapists (SCV-CAMFT)
Policy and Procedure Manual

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Deadline specific issues:

In election (odd-numbered) years:

1. The nominating committee needs to be formed by March 31st, since many months are needed to interview candidates and prepare to have them sworn in at the fall annual membership meeting. Be sure to carefully review the chapter bylaws for the nominating committee requirements.
2. By March 31st, create a calendar of board-related events for the upcoming year (e.g. board meetings/luncheons, retreat's, CAMFT's Leadership conference ((usually February), CAMFT's annual conference ((usually October or November), and any other events already scheduled)).
 - a. Since most board meetings and luncheons are held the fourth Friday of each month, you should consider conflicts with major holidays and move luncheons appropriately, conflicts with State CAMFT events, the history of no chapter meetings in December, etc.
 - b. One specific and important item for your future is to set an early January all-day (Saturday?) meeting for all new board members that includes a chance to get to know one another, and set your strategic plan for the upcoming 2 years of your new board.
 - c. Be sure to coordinate this info. with the Director of Luncheon Programs.
3. By March 31st, compile a "board candidate packet" for potential board members and the nominating committee, which includes relevant job descriptions and next year's calendar.
 - a. Ensure the nominating committee has the latest versions of Job Descriptions with their packet to pass on to nominees.

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