**President-Elect and/or Vice President**  
Term of office: July 1 to the following June 30.

Qualifications:

* Must have been an ASSE member in good standing for at least one year prior to election and
* Be either a Professional Member, Member or International Member of ASSE

Responsibilities:

* In the absence of the President, serve as the Acting President
* Supervise the activities of all assigned committees
* Perform other duties as assigned by the President or Executive Committee
* Attend ROC or AOC meetings, as needed
* Attend the annual ASSE Leadership Conference
* Start planning the upcoming chapter year by December of the President-Elect (Vice President) year
* Assist the President in completing the Chapter Operations, Strategic Planning & Annual Performance Reporting Tool, Chapter of the Year Petition, long-range goals, and Bylaws review
* Responsible for arranging time/date/location of chapter meetings & event.
* Also arranges for special speakers, necessary equipment, and meeting room setup for chapter meetings & events.
* Frequently communicates with the Newsletter Editor regarding chapter meeting schedule and upcoming events.

My signature below indicates that I’ve read and understand the job duties of the position to which I was elected to serve.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_