

**JOB DESCRIPTION**

|                        |                     |
|------------------------|---------------------|
| Position:              | Revision:           |
| <b>President Elect</b> | <b>07/01/07</b>     |
| Classification:        | Appointment Method: |
| <b>Chapter Officer</b> | <b>Elected</b>      |

**DEFINITION:**

The President Elect of the Mid- Florida Chapter is the president-elect for the chapter. The President Elect assists the president in running the chapter.

**PRIMARY RESPONSIBILITY:**

The President is the Mid-Florida Chapter leader. The President Elect will learn the responsibilities of the chapter President with the ability to assume the duties of meetings if the President can not attend or if the President is not available to perform any other duties.

**SPECIFIC DUTIES:**

1. Prepare for the transition of power of President to the President Elect.
2. Coordinate succession in leadership with the President. Ensure no vacuum in leadership exists when transition of office occurs.
3. Learn the inner workings of the Presidency and of the chapter.
4. Attend professional development events (PDE's) and greet the general membership.
5. Act as an ambassador for the chapter. The ambassador assists other board members in their responsibilities ensuring the work load is evenly divided.
6. Attend all BOD, PDE, special events, and region activities when possible.
7. Chair the BOD meetings in the event the president is absent.
8. Assist in the recruitment of new BOD members.
9. Assist in the preparation of the chapter's C-BAR documentation.
10. Complete the annual membership needs survey; summarize the results, and present results to the BOD.
11. APICS certification preferred.
12. Be a member of APICS officer list serve and other APICS e-mail correspondence related to chapter leadership.

**REQUIRED SKILLS/CAPABILITY:**

1. Ability to work with the BOD
2. Communications ability including phone, e-mail, Internet
3. Access to computer with Microsoft Word, Excel, PowerPoint, and Access programs
4. President and President-Elect Chapter Leadership Handbook review
5. Willingness to learn how to run a nonprofit business
6. Leadership, motivation, delegation, teambuilding, communication, organization, project planning, negotiation

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7. Familiarity with APICS body of knowledge
8. Public speaking and presentation skills
9. APICS Certification preferred.