

President-Elect's Responsibilities

Generally:

According to the By-Laws, the President-Elect shall (1) perform the duties of the presidency during the president's absence; (2) become president in the event of a vacancy in the office of president; (3) serve as an ex-officio member of the Professional Education Committee; (4) present treasurer's report, as prepared by FACC staff, to the Board of Directors and membership at the regularly scheduled meeting and respond to questions/concerns of members relative to said report, and (5) perform duties as may be assigned by the president.

In addition to those set forth above as provided in the By-Laws, the following are guidelines for duties and responsibilities generally attributed to the office of the President-Elect.

FACC Board Meetings:

The president-elect should attend all the FACC Board Meetings, as attendance is monitored in accordance with the attendance policy. For a copy of the FACC Attendance Policy, please see the policies section contained on the FACC website. The FACC Board Meetings are held during the months of January, April, June, and October. Monthly conference calls are also held as needed. An agenda item should be prepared and provided to the FACC staff prior to each board meeting for agenda packets to be assembled and distributed. This should be provided even if there was no activity.

Manual Review:

The president-elect should review the Board of Directors responsibilities (located on the FACC website) pertaining to his/her office each year and forward inconsistencies and recommended changes to the By-Laws/Manual Revisions Committee Chair.

Expenses:

For a copy of expenses covered by the FACC, please see Travel Policy listed in the policies section on the FACC website. Any other in-kind time, travel and correspondence of the president-elect should be incorporated into the respective city budget.

Responsibilities of President-Elect:

- In the absence or inability of the president, performs the duties of the president. In the case of a president who is unable to complete the term of office, the president-elect shall become president.
- Attends all board meetings and annual conference and academy and fall academy, performs any duties designated by the president.
- Serves as ex-officio member of the Professional Education Committee (PEC) and acts as a liaison between the committee and the board.
- Attests the minutes of all meetings, as prepared by FACC staff and approved by the Board of Directors. Attests president's signature on all resolutions.
- Presents treasurer's report (prepared by FACC staff) to the FACC Board of Directors/membership at the annual business meetings. Should be familiar with details of the report to respond to any questions.
- Organizes and prepares, with FACC staff, for orientation meeting at the end of the Summer Conference and Academy.
- Participates in and mentors Second Year Attendees class.
- Performs duties as may be assigned by the president.

Suggested Timeline:

June:

- Attend FACC Annual Board Orientation Luncheon held at the end of the Summer Conference and Academy for incoming board members and committee chairs.

August:

- Attend FACC Board Meeting.
- Assist at FACC exhibit booth at Florida League of Cities Annual Conference.

September:

- Prepare and submit an activity report board agenda item for October.

October:

- Attend FACC Board

December:

- Prepare and submit an activity report board agenda item for January

January:

- Begin search for next year committee chairs.
- Attend Regional IIMC conference, if possible.
- Request any budgetary items to be considered for the next year's budget.
- Attend Board meeting.

February:

- Attend Regional IIMC conference, if possible, if in February.

March:

- Prepare and submit an activity report board agenda item for April.

April:

- Attend FACC budget meeting.
- Attend FACC board meeting.

May:

- Prepare and submit an activity report agenda item for board meeting for June.

- Appoint committee chairs for the upcoming year.
- Appoint and ask FACC staff to notify committee members for upcoming year with notification to committee chair.
- Prepare for annual orientation luncheon.

June:

- Attend FACC final board meeting.
- Attend Summer Conference and Academy, including general membership meeting.
- Solicit committee members at the Summer Conference and Academy for any vacancies on committees.
- Present proposed budget for approval to membership.

Miscellaneous/Recommendations:

- Coordinate with FACC staff and Summer Conference and Academy committee on details that will directly affect the Conference and Academy.
- Begin search early for committee chair appointments for your term as president.