

President-Elect's Responsibilities

Generally:

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; (3) serve as an ex-officio member of the Professional Education Committee (PEC); (4) approve minutes of all meetings, as prepared by the FLC after review by the Executive Board for submittal to the Board of Directors; (5) present the treasurer's report, as prepared by the FLC to the Board of Directors and membership at the annual business meeting and respond to questions/concerns of members relative to said report; and (6) 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.

The FACC Board of Directors meets:

- in early May virtually for budget consideration;
- once at the beginning of the annual FACC Summer Conference and Academy;
- once at the annual FACC Fall Academy; and
- virtual meetings as decided by the President.

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 the Summer Conference & Academy as well as the Fall Academy, and 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.
- Participates in and mentors Second Year Attendees class.
- Performs duties as may be assigned by the president.