

**LEA COUNTY WOMEN'S NETWORK  
BASIC RESPONSIBILITIES  
President Elect**

The term of office is from January 1 through December 31 in year following election of office in October.

- Shall preside in the absence of the President at a Board Meeting
  1. Shall provide an Agenda for the meeting
  2. Shall report back to the President all that transpired at the meeting
  3. Shall table anything that isn't absolutely necessary.
- Shall preside in the absence of the President at the Membership luncheons
- Shall preside as President in the event of a vacancy in that office for the remainder of that year.
- She shall arrange physical accommodations for the Membership luncheons
  1. Communications with telephone reservations
- She shall serve as Career Achievement Awards Committee Chair
  1. Distribute award forms to the membership by October
  2. Form a committee of volunteers or the active Board  
No later than the November Membership luncheon date
  3. Set deadline for submission of nominees  
No later than the November Membership luncheon date
- She shall maintain the Board of Directors and Committee Chair responsibilities.
  1. She shall provide a copy to the President and Treasurer
- She shall work closely with the President
- She shall work with the 1<sup>st</sup> Vice-President on the Annual Banquet
- Will attend the monthly Board Meeting regularly
  - Will send proxy when she can't attend
  - Will notify the President when she can't attend
- The President Elect shall appoint a person or persons to help her fulfill the duties of this office.

**\*\* There will no longer be an annual copy of the membership directory ~ a membership roster may be downloaded by members from the website. \*\***