



<b>Position</b>	<b>President Elect</b>
Term of service	1 year (beginning July 1, ending June 30); Three-year commitment (one year each as president-elect, president, past-president)
Purpose	<ul style="list-style-type: none"> <li>To serve as a member of the executive board of MASEA, assisting in developing policies, procedures, and programs</li> <li>To lead or contribute to initiatives of the MASEA Board as needed</li> <li>To prepare for responsibilities and term as MASEA President</li> <li>Take on special projects/short term-committees as needed</li> </ul>
Type of Position	Nominated and elected by membership
Qualifications	<ol style="list-style-type: none"> <li>Active member of MASEA; past leadership experience in MASEA preferred</li> <li>Ability to effectively lead groups, plan and supervise events, and enthusiastically engage in mission and activities of MASEA</li> </ol>
Time Commitment Required	<ul style="list-style-type: none"> <li>Board meetings: 1-3 hours per month plus prep time</li> <li>Project work: 4-5 hours monthly, depending on assignments</li> <li>Regular communication with board: 1-2 hours monthly</li> </ul>

### Constitution Description

The President Elect shall:

- Perform duties of the President in the absence of, or at the request of the President.
- Assist the President in all ways and prepare for his/her term of office.
- Serve a member of the Strategic Planning Committee.
- Be responsible for the following committees:
  - Grants and Development
  - Sponsorship
  - Federal issues

### Detailed Responsibilities

- Participates in all board meetings and provides or solicits brief activity reports on conferences and ongoing programming.
- Submits any action items for board discussion via e-mail to the president, along with supporting materials, two weeks prior to each board meeting.
- Collaborates with all board members to recruit, engage, and retain MASEA members.
- Researches and proposes new initiatives for MASEA.
- Serves as back up for president during board meetings and at other MASEA functions or activities.
- Establishes and maintains a close working relationship with president for continuity of goals, objectives, and purposes of MASEA, and to ensure a smooth transition from one year to the next.
- Plays active role in discussion recruitment for board members and volunteers, as well as coordination with other regional associations and NSEA.