



<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> <li>Required to attend Regional Conference</li> </ol>
Time Commitment Required	<ul style="list-style-type: none"> <li>Board meetings: 1-2 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.
- Shall serve on following committee:
  - Conference Planning
  - Student Employee of the Year
- 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.
- Perform duties as assigned by the President or designated by the Executive Board.
- Assist the President in all ways and prepare for their term of office.
- The President-Elect collaborates with the President to learn the role of the President, to become familiar with the programs of the Association and its governance, and to develop and facilitate officer transition.
- 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.
- Assists in responding to email inquiries
- Oversee Student Employee and Student Employment Supervisor of the Year Awards Program in conjunction with the Secretary including: volunteer solicitation and management, plaque/certificate ordering, coordination with NSEA, continuously streamlining process, and making recommendations to the board to enhance program.