



# NCRA PRESIDENT-ELECT JOB DESCRIPTION

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## **OVERVIEW**

The President-Elect is elected by the NCRA membership. The President-Elect serves as back-up to the President and must become completely familiar with the President's duties and responsibilities. The President-Elect must possess a strong working knowledge and clear understanding of NCRA's core values, strategic plans, bylaws, and policies and procedures.

After serving a one-year term as President-Elect, the President-Elect automatically becomes President of NCRA, and after that one-year term becomes Immediate Past President. Per the bylaws if the President is absent, the President-Elect performs the duties of the President during that time. If the President is incapacitated or otherwise unable to complete his or her term of office, the President-Elect serves as President during the remainder of the term.

## **RESPONSIBILITIES**

In addition to the general responsibilities of Directors:

- The President-Elect is a voting member of the Executive Committee.
- The President-Elect assists the President and the Board in promoting the objectives of NCRA.
- The President-Elect works closely with the President and the Executive Director on existing and future projects to ensure a smooth transition in leadership from one year to the next.
- The President-Elect establishes and maintains a close working relationship with the Executive Director to provide continuity of NCRA's goals, objectives, purposes, core values, and strategic plans.
- The President-Elect appoints potential committee, council and task force members and chairs for the following committee year.
- The President-Elect serves as an ex-officio, non-voting member of all committees.
- The President-Elect serves on the Executive Director Performance Evaluation and Compensation Committee.