



## **PRESIDENT-ELECT**

### **Summary**

The President-Elect is elected by the general membership of CRLA to be on the Executive Board. The President-Elect is elected for a one-year term and serves successive one-year terms as President and then Past President. This position carries one vote. The President-Elect is the annual CRLA Conference Co-Chair with the Past President.

### **Minimum Qualifications**

The President-Elect must have been a member of CRLA for five years and had CRLA leadership experience (e.g. committee chair, SIG, or S/R/C leadership).

### **General Duties and Responsibilities**

1. Works collaboratively with Professional Development Director on promoting new professional development opportunities for CRLA members (e.g., forming new SIGs or SRCs).
2. Maintains and updates the CRLA Leadership Term Endings spreadsheet, ensuring that upcoming open positions are posted so they can be filled in a timely manner.

### **Specific Responsibilities**

1. Reviews the CRLA Policies and Procedures Manual to become familiarized with CRLA policies and processes.
2. Reviews Robert's Rules of Order so they are prepared to fully participate in Board meetings using correct parliamentary procedure.
3. Serves as conference program co-chair and shadows Past President on all conference-related activities.
4. Serves on CRLA committees as an ex-officio member.
5. Works with the Past President to contract the keynote speakers and maintains communication with them throughout pre-conference planning.
6. Travels to home office to meet with Executive Director and organization management staff.

### **Immediately following Annual Conference at which you are inducted as President (Wrap-up conference activities):**

1. Establishes files of information for incoming President-Elect (see Onboarding Requirements at end of job description).
2. Copy of letters providing sample communication with keynoters, presenters, journal editors, publishing company representatives, etc.
3. Meets with the Past President to review the conference process and troubleshoot issues.

### **General Responsibilities of all CRLA Board members**

1. Maintains current membership in CRLA throughout term of office.
2. Attends all CRLA Board Meetings:
  - a. Annual conference meetings before and after the conference;
  - b. On-site Conference meeting in the spring;
  - c. Monthly online meetings;
  - d. Any other assigned meetings such as a retreat.
3. Attends all CRLA Conferences, which includes special conference events and the annual business meeting.

4. Provides input into agendas, policies, procedures, discussions, appointments, and reports.
5. Submits an annual report by September 30th of each year to the CRLA President.
6. Attends assigned conferences or meetings as approved by the CRLA Board.
7. Submits copies of appropriate correspondence or reports to the archives (as determined by official CRLA policy).
8. Signs a conflict of interest statement according to Article 5, Section 3 of the CRLA Bylaws and to be filed with the Secretary of CRLA.
9. Revises any suggested changes to job description during term and update job description at end of term. Provide to the CRLA Secretary.
10. Conducts other specific duties assigned by the Board.

### **Annual Budget Proposals**

The CRLA Executive Board discusses the upcoming fiscal year's budget. All Board members and CRLA leaders who are responsible for budget categories and/or individual items must submit a budget proposal each year for the upcoming year. **These budget proposals are due to the Treasurer *no less than one month before the date of the designated Board meeting.*** The Treasurer will reach out to all Board members, Chairs, and Coordinators, sharing previous budget information to help inform the new budget proposals. The Treasurer will share the deadline for submitting budget proposals well in advance of the date needed.

### **Reimbursement for Conference and Board Meeting Expenses**

- All reasonable transportation, hotel, meal expenses, and conference registration will be covered for the annual conference. This includes incoming Board members.
- Membership fees are the responsibility of each Board member and are not reimbursed by CRLA unless they are a lifetime member.
- All reasonable transportation, hotel, and meal expenses will be covered for travel on CRLA business such as attendance at state conferences, or sister organizations meetings.

### **Position Onboarding Requirements**

#### **Incoming President-Elect Responsibilities**

- Participates in conference calls during the months after election/appointment and prior to the annual conference, as schedule allows, to become familiar with topics facing the board and protocol for meetings.
- Becomes familiar with CRLA website and other relevant information concerning the Association.
- Attends the face-to-face Board meetings held the three days prior to the Annual Conference at the conference site—as requested by the CRLA President-Elect.
- Communicates with the current President-Elect concerning transfer of duties, including materials, reports, files, and procedures.
- Works with the outgoing President-Elect to ensure a smooth transfer of leadership; this should include monthly or regular phone/Zoom calls to discuss key job responsibilities and procedures.

#### **Outgoing President-Elect Responsibilities**

- Once the incoming President-Elect has been elected or appointed, schedule regular or monthly meetings to discuss key job responsibilities and procedures and ensure a smooth transfer of leadership.

- Share and explain all relevant files, documents, etc. with the incoming President-Elect in advance of their taking office.
  - Provide the CRLA Policies and Procedures Manual to the incoming President and identify the areas that relate to the President's role.

Accepting this position allows CRLA to publish name, work address, and work telephone number.

(Revised April 2008; October 2008; November 2008; April 2009; October 2010; June 2013; November 2014; November 2016; September 2018; September 2019)