

NCACA President Elect Nomination

Active and Life members of NCACA are invited to submit nominations for **PRESIDENT-ELECT OF THE ASSOCIATION**. Many members serve the profession admirably every day. Please nominate a strong candidate who can dedicate three years of service to our great organization. Terms of office will run from January 1 through December 31 for President-Elect. The President-Elect is responsible for the duties listed below.

- The President-Elect ensures the year is spent increasing knowledge of the NCACA and the organizational structure.
- The main responsibility is to serve as parliamentarian and bylaws expert for the Association.
- The President-elect is responsible for seeing that any membership approved changes are incorporated into printed copies of the NCACA Bylaws, disseminated to the Board and Committee Chairs and published on the web site.
- Preside over all meetings of the Association and the Board of Directors in the absence of the President.
- Perform such executive duties as may be designated by the President.
- Succeed to the Presidency in the event of resignation or incapacitation of the President.
- Succeed to the presidency upon completion of term as President-Elect.
- Serve as a member of the Long Range Planning Committee.
- The President-Elect will work with the Conference chairs to keep abreast of the conference planning and report any issues to the President.
- Assist the President as needed.
- Make any approved changes to the bylaws as to keep them up to date.
- Contacts the Conference chair 30 days prior to Board meetings to receive any updated information/report. In absence of the Conference chair at the Board meeting, the President-Elect shares this report.
- Review the terms of committee chairs in October or November to determine which committee may need new chairs. Solicit possible names of members to chair committees and finalize committee chairs by December 15.

Nominee: _____

Nominators: _____

(include phone numbers or email addresses of nominators)