

## **PRESIDENT – ELECT OPERATING CODE**

### **I. Election and Term of Office**

- A. The president-elect shall be elected annually by members of the NAKPEHE.
- B. The president-elect shall serve a one-year term prior to assuming the presidency.

### **II. Duties**

- A. Attend all Board of Directors meetings and Executive Board meetings.
- B. Work closely with the president to learn to perform all duties incidental to the Office of the President.
- C. Review the NAKPEHE Manual that includes: bylaws, policies, operating codes, and job descriptions. Make sure each officer and chairperson receives a copy of the manual.
- D. Serve as member of the Board of Directors and Executive Committee.
- E. When a vacancy occurs in the office of the president, the president-elect shall fill in the unexpired term.
- F. Work with the chair of the Future Directions Committee who will convene the committee at the site of the NAKPEHE conference, two years hence.
- G. Serve with the president and past-president for the selection of the NAKPEHE lecturers during the term of office.
- H. Submit committee member appointments to the Board of Directors for ratification, prior to the annual conference.

*All receipts for expenses must be submitted to the executive director no later than February 1<sup>st</sup> from the previous fiscal year which ends November 30<sup>th</sup>.*

**Revised: (Mauck, 2005; Mitchell, 2007; Anderson, 2008; Block, 2009)**