



President-Elect Position Description

ROLE

The CAP president-elect serves as the second highest officer and assumes the presidency at the conclusion of the two-year term. The president-elect is a member of the Board of Governors and Executive Committee. Most of the president-elect's efforts are directed towards preparing for the presidency and assisting the president.

RESPONSIBILITIES

1. Assumes and discharges all duties of the president in the event of the president's inability to perform duties.
2. Performs all necessary responsibilities and duties preparatory to assuming the presidency.
3. Attends all meetings of the Board of Governors, Executive Committee, CAP House of Delegates and the STATED ANNUAL MEETING of the membership.
4. Abides by the CAP Constitution and Bylaws, Policy Manual and Strategic Plan.
6. Accepts responsibilities and assignments delegated by the president, such as representing the president at CAP and other events.
7. Consults with the president and Chief Executive Officer in preparation for assuming the responsibilities of president.