

## **PRESIDENT-ELECT**

### Job Description

**Length of Term:** 2 years as President-Elect, 2 years as President, 2 years as Immediate Past President

**Average Time Commitment per Month:** 15-20 hours

**Overview:** The President-Elect must be an AFP member in good standing. The President-Elect of the Oklahoma Chapter of the Association of Fundraising Professionals (AFP) shall in all cases act as the president in the president's absence or incapacity, and shall have such powers and perform such other duties as may be assigned by the president or board of directors.

**Board Governance:** In the absence of the President, the President-Elect shall conduct all business meetings using the parliamentary authority chosen by the chapter. Robert's Rules of Order serves as the parliamentary authority for the Association.

- Provides orientation for new Board members before the beginning of their terms
- Serves on the Committee on Directorship to recruit board of director members for the upcoming slate and in the event a vacancy occurs.
- Act as liaison with various committees and committee chairs to provide support to their activities as needed.
- Serves on the Executive Committee of the Board
- Transfer to successor all records upon resignation of office;

**Program Development:** The President-Elect shall work in partnership with the President in the execution of policy and programs, in accordance with the established goals and objectives of the chapter that further the mission statement of the chapter.

- Works in partnership with the President to research and implement tactics to achieve successful execution short-term and long-term goals of the chapter
- Receive direction from, and render assistance to, the president as needed.
- Plan annual Board Retreat with President
- Assist the President in managing the Strategic Plan.
- Attend, if possible, [AFP ICON](#) and, if necessary, serve as a chapter representative at the business meeting.
- Serve on selection committee for the chapter's National Philanthropy Day event awards.
- Other duties as assigned.

Other Resources Available from AFP Global

[Resources for Chapter Presidents-Elect](#)