

# President Elect

## President Elect Overview

The NSH President Elect assumes and performs the President's duties when the President is absent or unable to act. When acting as President, the President-Elect is subject to all powers and restrictions upon the President. In the absence of an appointed Parliamentarian, the President Elect shall act in that capacity. The President Elect's role is to provide leadership continuity and work in collaboration with the President, Immediate Past President, and Board of Directors.

### Responsibilities

- Effective with the 2020 elections, the Society will elect a President Elect, who will serve three consecutive one-year terms as President Elect, President, and Immediate Past President.
- In the absence of an appointed Parliamentarian, the President Elect shall act in that capacity for the House of Delegates.
- The President Elect provides oversight of the NSH Strategic Plan in collaboration with the President, Immediate Past President, and the Executive Director. The Society's plan is reviewed and updated on an annual basis. As strategic objectives are completed and moved to operations, it will be necessary to review current programs' efficacy periodically.
- The President Elect will recommend selecting annual strategic objectives for Board Approval to be included in the Executive Director's Annual Operating Plan. The Board approves of Directors each May to kick off the annual budgeting process.
- The President Elect will coordinate with the Executive Director and President to prepare meeting agendas and presentations.
- As a part of the Executive Committee, the President Elect participates in the Executive Director's Annual Review Process. The Annual Review is led by the President and conducted by the Executive Committee per the Executive Director's employment contract.
- The President Elect will review and abide by NSH's approved policies in the NSH Governance Tab on The Block, the Society's private online community.

## President Elect

- In collaboration with the Board of Directors as a whole, the President Elect is expected to:
  - Decide on matters of Society policy, direction, and strategy.
  - Determine the association's public policy and government relations/regulatory positions.
  - Identify and address short- and long-term Society opportunities, threats, and issues.
  - Establish committees, task forces, and working groups.
  - Ensure adequate financial resources are available and allocated and ***manage those resources by providing effective financial governance and oversight.***
  - Review and approve the annual budget, review investment information quarterly.
  - Oversee the association's organizational governance structure.
  - Conduct an annual assessment of the Society's volunteer resource talent, skills, expertise, and experience.
  - Perform the requirements as established within the Society's Bylaws, state laws, and regulations.

### Time Commitment

- The President Elect should plan to spend an average of three to four hours per week on Society business. The time commitment will vary by the annual governance calendar.
- Once Elected, the President Elect will serve three consecutive one-year terms: President Elect, President, and finally, as Immediate Past President. Once the three terms are completed, the Immediate Past President may not serve on the Board of Directors in any capacity for five years.
- The Board will hold an average of six two-hour web conferences annually in addition to in-person meetings held during the NSH Annual Convention.
- The President Elect, along with the President and Immediate Past President (the Office of the President), will meet with the Executive Director semi-monthly (or as needed) on the Society's oversight matters.
- During the NSH Annual Convention, the President Elect is required to attend the following meetings: First Timer's Reception, Board Meetings, Awards, and General Sessions, Strategy Planning, Region Meetings, Annual General Membership Meeting, the House of Delegates Meeting, and other meetings as required by the Board.
- Attend the ASAE CEO Symposium with the Executive Director before starting their term in January. Must be available for one of the following dates: November 8-9, 2021, January 10-11, 2022, or January 13-14, 2022. Pending location, President Elect may need to travel the day preceding and following the training. NSH covers travel expenses! However, In-person meetings will depend upon the pandemic status. We attended a virtual symposium in 2020.
- Travel to the NSH Annual Convention is reimbursed at the following rate and is *subject to change via the annual NSH Budgeting process*.
  - Non-refundable, advance purchase economy round trip per the annual budget
  - Half hotel room for up to 7 nights
  - Up to \$75 for ground transportation (travel to your home airport is not covered)
  - Current per diem for up to 7 days

# President Elect

## General Requirements

- The President-Elect must have been an active member for two (2) consecutive years immediately before election and must have served at least one full term on the Board.
- Effective communicator, written and verbal; comfortable participating in complex discussions with colleagues.
- Holistic, strategic thinker and problem solver can add value to creating the Society's mission, vision, and strategic direction of the association.
- Has full commitment from their employer, which may include, but is not limited to, support for all time requirements.
- NSH uses Outlook and Microsoft office for all its communications and office software. All Board members must have access to compatible software.
- NSH Board work and correspondence takes place via a private community on [The Block](#). The President Elect must have access to email and the internet to access The Block.
- NSH uses [Zoom](#) for its Board meetings. It is free of charge to download the app. Please contact the Executive Director if you have questions on how to use it.