

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. 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

- The Society elects a President-Elect, who will serve three consecutive one-year terms as President-Elect, President, and Immediate Past President.
- The President Elect shall serve as the Chair of the Governance Committee. The committee is responsible for overseeing the interpretation of the Bylaws should questions arise from the membership and making amendment recommendations to the membership for consideration and acceptance. The committee is responsible for developing board recruitment, cultivation, and vetting methods and proposing an annual nominating slate for officer, board member, audit, and governance committee elections.
- The President-Elect provides oversight of the NSH Strategic Plan in collaboration with the President, Immediate Past President, and the CEO. 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 periodically review current programs' efficacy.
- The President-Elect will recommend selecting annual strategic objectives for Board Approval to be included in the CEO's Annual Operating Plan. Each May, the Board approves of Directors to kick off the annual budgeting process.
- The President-Elect will coordinate with the CEO and President to prepare meeting agendas and presentations.
- As a part of the Executive Committee, the President-Elect participates in the CEO's Annual Review Process. The President leads the Annual Review conducted by the Executive Committee per the CEO'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.

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 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 CEO 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, General Sessions, Strategy Planning, Annual General Membership Meeting, and other meetings as required by the Board.
- Attend the ASAE CEO Symposium with the CEO before starting their term in January. Pending location, President-Elect may need to travel the day preceding and following the training. NSH covers travel expenses'
- 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 6 nights
 - Up to \$75 for ground transportation (travel to your home airport is not covered)
 - Current per diem for up to 6 days

General Requirements

- The President-Elect must have been an active member for five (5) consecutive years immediately before the election.
- Effective communicator, written and verbal; comfortable participating in complex discussions with colleagues.
- A 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 Board work and correspondence take place via a private community on [The Block](#) and project management software, Asana. The President Elect must have access to email and the internet to access The Block and Asana.
- NSH uses [Zoom](#) for its committee meetings. It is free of charge to download the app. Please contact the CEO if you have questions on how to use the app.