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 of and restrictions upon the President. In the absence of an appointed Parliamentarian, the President Elect shall act in that capacity. The role of the President Elect 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 finally Immediate Past President.

- The President Elect shall, in the absence of an appointed Parliamentarian, 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 periodically review the efficacy of current programs.

- The President Elect will recommend the selection of annual strategic objectives for Board Approval to be included in the Executive Director’s Annual Operating Plan, which is approved by the Board 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 required.

- 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, which are in the NSH Governance Folder in Resources 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 - 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 Annual Symposium/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 oversight matters related to the Society.

- During the Annual Symposium/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 prior to starting their term in January. Must be available for one of the following dates: November 9-10, 2020, January 11-12, 2021 or January 14-15, 2021. Pending location, President Elect may need to travel the day preceding and following the training. NSH covers travel expense.

- Travel to the Annual Symposium/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 prior to 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 with the ability to add value to the creation of 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 takes place via a private community on The Block. It is essential that the President Elect have access to email as well as 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 the it.