SRA International
SOCIETY OF RESEARCH ADMINISTRATORS INTERNATIONAL

Section Officer General Guidelines

President Elect serves a one-year term with duties that include:

- Become familiar with the organization and responsibilities of the office.
- Serve as Vice-Chair for the annual Section Meeting.
- Serve as a voting member of the Section Executive Committee.
- Succeed to the presidency at the end of the one-year term.
- Succeed to the office of President at the end of the one-year term, then to the office of Immediate Past President for one year.

Candidates for President Elect must have been a member of SRA International for at least three years. It is recommended they have served on at least one Section or International Program Planning Committee, or served as Secretary or Treasurer for the Section, or as President of a Chapter.

President serves a one-year term performing duties including:

- Serve as Chair of the annual Section Meeting.
- Preside over the Section Executive Committee.
- Appoint Section Members to activities and Committees as identified to meet Section needs.
- Succeed to Immediate Past President at the end of the one-year term.

Immediate Past President serves a one-year term performing duties including:

- Perform the responsibilities of the President during absence or disability.
- Serve as a voting member of the Chapter Executive Committee
- Serve as Chair of the Section's Nominations Committee

Secretary serves a two-year term performing duties including:

- Call the role and discusses the rule of procedure at all section meetings.
- Maintains all minutes for section business meetings and conference calls.
- Serve on the planning committee for the annual Section Meeting.
- Serve as a voting member of the Section Executive Committee.

Candidates for Secretary must have been a member of SRA International for at least two years.

Treasurer serves a two-year term performing duties including:

- Manage section expenses and obtain approval for expenditures.
- Prepare annual budget for approval by SRA International.
- Report at the Section Business Meetings.
- Work with the President and Program Planning Committee to plan and execute the annual Section meeting budget.
- Serve as a voting member of the Section Executive Committee.

Candidates for Treasurer must have been a member of SRA International for at least two years.