



SOCIETY OF
RESEARCH
ADMINISTRATORS
INTERNATIONAL

President Elect of the Board of Directors Job Description and Qualifications

Role

The President Elect's role is to provide support to the President, and to become familiar with the responsibilities of the presidency. The President Elect shall perform the duties of the President in the absence or incapacity of the President, and shall serve as President during the remainder of the term should the office of President become vacant. At the end of a one-year term as President Elect, he/she automatically becomes President of the Society.

Minimum Qualifications

Individuals nominated for the office of President Elect must have the following minimum qualifications for consideration:

1. A full member of the Society for at least five years.
2. Served on a committee or as an officer in the Society.

Preferred Additional Qualifications

It is valuable for individuals nominated for the office of President Elect to have insight and knowledge about the Society by having served in a variety of governance opportunities within the Society including, but not limited to, the following:

1. Served at least one term on the Board of Directors.
2. Held at least one Section or Division Office.
3. Served as a chair on at least one Society Committee.

Preferred Skills

The President Elect should possess:

- Effective written and oral communication
- Ability to persuade and motivate others
- Familiarity with electronic systems, web-based platforms, and use of social media
- Commitment to engagement and inclusion ideals
- Dedicated team player and consensus builder
- Familiarity with current rules, regulations, and guidelines pertaining to research administration and management
- Ability to be self aware and respect confidentiality

Responsibilities

The President Elect will have the following responsibilities:

1. Serves as a voting member of the Board of Directors and Executive Committee, and as an ex-officio of the Strategic Planning Committee.
2. Informs members and others about the Society's bylaws, procedures and strategic plan.
3. Attends committee and other meetings as warranted to become familiar with Society matters in preparation for the presidency.
4. Attends all spring meetings of the Sections to the extent possible.



5. Establishes and maintains a close working relationship with the President and Executive Director for continuity of goals, objectives and purposes of the Society.
6. Works closely with the President and Executive Director on existing and future projects to ensure a smooth transition from one year to the next.
7. Assists the President in promoting the objectives of the Society.
8. Attends all Board of Directors meetings and other meetings/functions deemed necessary.