



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, they 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 member of the Society for the last five years.
2. Served as an officer or Chair/Co-chair in the Society within the last five years.

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.
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.