Section Officer General Guidelines

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

- Becomes familiar with the organization and responsibilities of the office.
- Serves as Vice-Chair for the annual Section Meeting.
- Serves as a voting member of the Section Executive Committee.
- Succeeds to the presidency at the end of the one-year term.
- Succeeds 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:

- Serves as Chair of the annual Section Meeting.
- Presides over the Section Executive Committee.
- Appoints Section Members to activities and Committees as identified to meet Section needs.
- Succeeds to Immediate Past President at the end of the one-year term.

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

- Performs the responsibilities of the President during absence or disability.
- Serves as a voting member of the Chapter Executive Committee
- Serves as Chair of the Section’s Nominations Committee
- Serves as an Administrator for the Section’s SRAI Connect community.

**Secretary** serves a two-year term performing duties including:

- Calls the roll and discusses the rule of procedure at all Section Meetings.
- Maintains all minutes for Section Business Meetings and conference calls.
- Serves on the planning committee for the annual Section Meeting.
- Serves as an Administrator for the Section’s SRAI Connect community.
- Serves 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:

- Manages Section expenses and obtain approval for expenditures.
- Prepares annual budget for approval by SRA International.
- Reports at the Section Business Meetings.
- Works with the President and Program Planning Committee to plan and execute the annual Section Meeting Budget.
- Serves 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.