

OFFICER AND DIRECTOR CHARTER

PRESIDENT-ELECT

The President Elect is elected by the Board of Directors and serves the first year as President-Elect, the second year as President, and the third year as Past President in accordance with the National Bylaws. The President-Elect is a voting member of the Board of Directors and is responsible to the President and the Board of Directors for duties assigned by the President.

AUTHORITY

As an elected Officer, the President Elect has such authority to perform duties as set forth in the National Bylaws, including those required by law, as general usage would indicate, or as specified by an affirmative vote of a majority of the Board of Directors. In the absence or incapacity of the President, the President-Elect shall assume the authority, duties and responsibilities of the President.

DUTIES AND RESPONSIBILITIES

The specific duties and responsibilities of the President Elect shall be assigned by the President. As a minimum, such duties and responsibilities shall involve the following:

- Provide leadership and management of the Association in the best interests of the members, within the policies established by the Board of Directors.
- Serve as the principal advisor to the President.
- Lead the Association's strategic planning process and chair the NCMA Strategic Planning Committee. Ensure that the results of the strategic planning process are considered in preparing the annual NCMA budget.
- Attend and participate in all Board of Directors meetings.
- Develop and present recommendations to the Board of Directors on matters requiring Board action.
- Participate in Leadership Summits.
- In preparation to assuming the office of President, appoint individuals to the Executive Advisory Council.
- Participate in the Association's strategic planning process as a member of the NCMA Strategic Planning Committee
- Serve as a participant or chair on Committees as appointed by the President.

- On behalf of the President, represent the Association to officials of government agencies, industry, nonprofit and educational organizations, and associations and societies with related goals.
- Maintain direct contact with Association members to ensure an awareness of the needs and interests of the membership as a whole.
- Establish a close working relationship with the President in order to permit the President Elect to gain a working knowledge of the Association and its endeavors that will help prepare him or her to assume the duties and responsibilities of the presidency during the succeeding NCMA program year.

PERFORMANCE SCHEDULE

Attend Board of Directors, Executive Advisory Council, Council of Fellows, Leadership Summit, and Mid Year meetings and, when possible, support and attend National, Regional and other Educational Conferences.

Throughout the program year, lead the Association's strategic planning process, chair the Strategic Planning Committee. Prepare an update of the NCMA Long Range Plan for approval by the Board of Directors at the Winter meeting.

Prior to June 30, appoint Executive Advisory Council members for the coming program year.