



## **BL²END, Executive Board President-Elect Position Description**

### **Position Summary**

The president-elect's role is to serve as second-in-command, 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.

### **Desired qualifications:**

- A Board Member for at least two years
- Superior writing, verbal and interpersonal communication skills
- Innovative and strategic thinker, with strong tactical implementation skills
- Technologically astute and savvy, with reliable access to the Internet
- Detail-oriented
- Independent self-starter
- Value teamwork and collaboration within a grassroots, volunteer organization

### **President-Elect Responsibilities:**

- Report directly to President, Executive Board for assignments and duties
- As a Member of the Executive Board, the President-Elect will work to develop, maintain and implement operations and procedures as assigned by President, Executive Board
- Work alongside all Board Members to gain a comprehensive understanding of all facets of the organizational structure, operations and procedures

### **Board Member Responsibilities:**

- Attend all Board Meetings
- Engage through monthly meetings and monthly events
- Communicate regularly with Board members and be accessible via email
- Promote BL²END within your personal and professional networks and spheres of influence
- Exemplify professionalism as a community representative of BL²END
- Connect members to each other and community members to help facilitate connections and relationship building
- Seek out community events for Board members and participants to attend for networking and other opportunities
- Performs other responsibilities assigned by the Executive Board President



**Requirements:**

- Demonstrate commitment to the mission and vision of BL²END
- Commit to one (or two) years of Board service within the President-Elect role
- Submit annual dues by January 1<sup>st</sup> of Board service year

**Bylaws verbiage:**

The president-elect's role is to serve as second-in-command, 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. In the absence of the President, the President-Elect shall sign bonds, mortgages, and other contracts and agreements on the corporation's behalf, except when the board specifies the same to be done by some other officer or agent. In the absence of the President, the President-Elect shall see that all orders and resolutions of the board are carried into effect and performs all other duties necessary or appropriate to the office of President. At the end of a one (or two) year term as president-elect, he/she automatically becomes president of the Executive Board.