

## President-Elect

### The duties of the President-Elect shall be:

1. Attend WMCA Annual Spring Conference.
2. Maintain knowledge of WMCA by-laws, policies and procedures.
3. Perform the duties of the President in his/her absence. The President-Elect proceeds to the office of President automatically without vote on the expiration of the term of the current President. The President-Elect assumes the office of President should that office become vacated per WMCA by-laws.
4. Attend the four (4) scheduled meetings of the Executive Committee, as well as any Special Meetings called by the President.
5. Serve as Board Liaison on the Education Committee. Liaison responsibilities include:
  - a. Providing the communication link between the standing committee and the Executive Committee and report on the progress of the committee at the Executive Committee's scheduled meetings;
  - b. Contacting the standing committee Chair on a periodic basis to acquire updated progress on committee task assignments;
  - c. Assuming the responsibilities of the Chair in his/her absence;
  - d. If the Chair resigns, serve in that position until the President appoints a new chair
  - e. Receive and sign-off on invoices and receipts from Committee Chair, then submit to the WMCA Treasurer for payment.
  - f. Ensure Committee Chair prepares certificates for committee members.
6. Attend the IIMC Conferences as a representative of WMCA. Transportation, lodging and meals are paid for per the WMCA travel policy.
7. Serve as the chair of the Budget Committee. Prior to the Annual Conference, lead the Budget Committee in preparing a budget for the upcoming year.
8. This budget is presented to the Executive Committee at its January meeting. Present to the general membership for a vote at the Annual Business meeting. The President-Elect should include the Audit Committee's recommendations in his/her budget, if appropriate.
9. Appoint Committee Chairs prior to the Annual Conference. Conduct the orientation meeting of incoming Committee Chairs at the Annual Conference. Include past Committee Chairs as well to facilitate transfer of records and information.
10. In coordination with the President, prepare VIP itinerary for the conference and have this delivered to the rooms of VIP guests (state presidents, IIMC representative). President-Elect is responsible to meet the needs of the out-of-state guests during the conference.

11. Purchase and present the gift from the Executive Committee to the President (Committee members contribute personal funds as this is not a WMCA expense.)
12. Purchase an appropriate gift to commemorate the outgoing President's year of service which will be presented on behalf of the membership at the annual banquet.
13. Perform such other duties and responsibilities as the President or Executive Committee may prescribe.
14. Assume office of the President and proceed with the closing of the Annual Conference, including a president's message to the membership for the upcoming year.
15. Serve as a member of the Northwest Clerks Institute (NCI) Committee.

Timetable:

All Year	Optional – Write articles for Monthly Newsletter or FB Posts
As Called	(15) Attend NCI Committee meetings
March	(1) Attend conference and take oath of office;
	(4) EC Meeting, Friday afternoon after conference
March	Register for IIMC Conference and book hotel/transportation
May	(7) Attend IIMC conference
June	Optional – register and attend NWCI
June	(4, 5) EC Meeting and Committee Liaison
September	Prepare newsletter article to solicit Committee positions
October	Optional – register and attend WMCA Fall Academy
October	(4, 5) EC Meeting
Oct - Dec	(8) Call Budget Committee meeting
December	Prepare newsletter article to solicit Committee positions
January	(4, 5, 8) EC Meeting – present Budget
January	Register for WMCA Conference and book hotel room
January	(10) Prepare out-of-state guests itineraries
Jan - Mar	(11, 12) Coordinate gift purchases and distribution
Feb - Mar	(9) Appoint Committee Chairs for the next fiscal year
March	(5)(f) Ensure Education Committee Chair prepares certificates
March	(President) Prep & Distrib EC Meeting Packet for March meeting
March	(9) Facilitate Committee transfer of records
March	President's Oath (14) Closing Message at Conference