

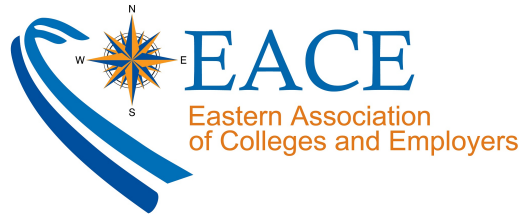
EACE Board of Directors President-Elect

Qualities:

Visionary with proven ability to bring tasks to completion in a volunteer environment; comprehensive understanding of the EACE mission; serve as model for fiscal integrity and sound money management in conducting EACE business; at least five years of EACE involvement and service, including committee/taskforce leadership and previous leadership experience at the board level, preferably EACE Board; urgency in making things happen; good public relations/speaking skills; negotiation skills; ability to function strategically with other leaders; high energy level. enthusiastic, encouraging, and inclusive manner; demonstrated ability to follow-up with others in an effective and timely manner; demonstrated commitment to diversity and multiculturalism. The President-Elect should gain strong support from his/her employer for this role.

Responsibilities:

- Shall perform all duties of the president in his/her absence, disability of or at the request of the president and shall serve as president for the remainder of the term should the office become vacant
- Review the strategic plan, focusing on strategies, goals and objectives
- Shall chair EACE's Bylaws and Policy Manual Committee, providing annual review of both documents
- Present suggested amendments to the by-laws for board approval. Once approved by the board and reviewed by EACE attorney, will coordinate the membership-voting process. Once membership approves amendments, will work with EACE Headquarters to post updated by-laws to website
- Present suggested changes to the policy manual for board approval. Coordinates with EACE Headquarters in posting of changes on the EACE website
- Shall, with the approval of the board, attend regional associations president's council meetings at the expense of the association
- In collaboration with the director of leadership development, will organize leadership training for incoming chairs and new board members
- Shall select committee chairs for the following year, taking into consideration recommendations from board members, committee chairs and those on the board ballot who were not elected
- Perform such duties as assigned by the president and the board of directors



A Typical Year in Review Executive Committee Members

(The EACE Executive Committee consists of the following board positions:
President, President-Elect, Director, Finance, Immediate Past President.)

An EACE Board year begins on July 1 and runs through June 30 of the following calendar year. This outlines the tasks and commitments that can be expected during a typical board year for Executive Committee members with the exception of the President.

June (previous to start of term):

- In-person transition board meeting for incoming and outgoing boards. One full day typically in coordination with the Annual Conference.
- Board training meeting. Typically, a half day in coordination with the Annual Conference.

August, December, January, May:

- Board meeting via conference call
- Board call preparation
- Monthly committee chairs call – typically one per reporting committee
- Monthly call with headquarters (President only; President-Elect optional)
- Participate in e-mail discussions
- Work on action items and projects

October, March, June:

- In-person board meeting
- Board meeting preparation
- Monthly committee chairs call – typically one per reporting committee
- Monthly call with headquarters (President only; President-Elect optional)
- Participate in e-mail discussions
- Work on action items and projects.