

The Distinctive Roles of the (1) President-Elect, (2) President and (3) Immediate Past-President

Three board seats --- president, president-elect and immediate past-president¹ --- form a vital team for advancing an organization's mission and goals. While each position has distinct duties, they work *best* in a cooperative manner for the benefit of the board and members. *[The chart may be adapted to reflect the unique aspects of your association or chamber of commerce.]*

	President Elect	President	Immediate Past-President
Position Description	An officer on the executive committee and a member of the board of directors, directly collaborating with the president. Automatically succeeds to the position of the president.	The chief elected officer of the organization, ensuring that the Board fulfills its duties for governance. The principal advocate for advancing the organization's the mission and goals.	A member of the board of directors and an officer on the executive committee. Supportive of the president and the president elect, and an ambassador of the organization.
Term	1 Year	1 Year	1 Year
Authority	Bylaws and Policies	Bylaws and Policies	Bylaws and Policies
Budget Responsibility	Study and understand the budget.	Responsible for adoption of an annual budget.	
Budgeted Funds	Travel	President's Expenses and Travel	N/A
Membership Interface	Communications with members and allied organizations when requested by the president.	Primary communicator to the members.	Serve as an ambassador to members to represent board positions when requested.
Staff Interface	Collegial relationship with all staff.	Direct relationship with the chief paid staff members (executive director) and professional relationship with staff.	Collegial relationship with all staff.
Committee Relations	Member of the CEO Performance Committee and the Budget and Finance Committee. Chair of the Whistleblower Committee as	Appoint committees and committee chairs in accordance with guidelines of the bylaws.	Assist the President with committees. Chair of the Nominating Committee.

¹ May hold alternate titles of Chairman of the Board, Chair Elect and Past Chair.

	President Elect	President	Immediate Past-President
	needed.		
Specific Responsibilities	• Prepare to perform duties of the president if and when need arises. • Attend all meeting of the board. • Become familiar with governing documents and strategic plan. • Prepare for the year prior to installation. • Liaison to all committees upon request of the president. • Attend the annual meeting. • Other responsibilities as appointed.	• Preside at all meeting of the board. • Collaborate with executive director and officers to prepare board agenda. • Chair meetings of the executive committee. • Work in partnership with the executive director to advance the mission and strategic goals. • Coordinate the performance review of the executive director in accordance with policies. • Promote and protect the interests of the association. • Ensure understanding and compliance with all governing documents (articles, bylaws, policies) • Ensure representation of the organization at appropriate times and meetings. • Maintain a close relationship with parent and allied organizations. • Serve as official spokesperson. • Cause reports to be prepared and ensure accuracy. • Prepare president messages for publications. • Chair the annual meeting. • Carry-out board orientation annually.	• Chair of the Past Presidents' Council and achievement of an annual project. • Mentor new board members. • Act as liaison between board and past presidents. • Serve as the Chairman of the Foundation. • Proactively serve as a liaison between association and strategic allies. • Prepare to receive special assignments from the President. • Contribute to the review of the executive director. • Attend the annual meeting. • Other responsibilities as appointed.

For additional nonprofit tips and templates visit www.nonprofitcenter.com; Bob Harris, CAE at bob@rchcae.com.