

President-Elect Role Description

The President-Elect shall be an Officer of the Corporation and a Director serving at the direction of the Board and the Membership. At the conclusion of the term, the President-Elect is appointed into the NSW OCC President's position.

The President-Elect shall have one vote.

The President-Elect supports the President in fulfilling the goals and objectives of the Association and Board of Directors. The President-Elect provides continuity to established programs and the plans for future programs for which they will be responsible for during their presidency.

The President-Elect assumes all duties and responsibilities of the President in the event the President is absent or unable to perform the President's duties.

By being fully informed of the activities in all areas of the NSW OCC, the president-elect will be prepared to assist the President in any way and to assume the responsibilities of the office of President should the need arise.

The President-Elect is accountable to the Board and members of NSW OCC.

Specific Responsibilities:

- Attend all meetings of the NSW OCC (e.g., Board of Directors, annual conference, Annual Members Meeting, Strategic Planning, other meetings as assigned by the president, and Regional Meetings, if requested by the Regional Director)
- Serve as the NSW OCC Privacy Officer ensuring that the association abides by the privacy laws.
- Support the Nominating Committee Chair in the Nomination and Elections process.
- Attend meetings with the CEO and President monthly to monitor the status of the Operational Plan and projects and address issues.
- Review and revise the Operational Policies annually in collaboration with the NSW OCC secretary.
- Support Core programs when requested by the Board
- Perform other duties as assigned by the President and/ or the Board of Directors.

Term: Two years as President-Elect followed by two years as President followed by one year as Past President

Time Commitment: 3 to 5 hours per week

Qualifications: Refer to the NSW OCC By-Laws Officers and Directors qualifications