

PRESIDENT-ELECT

The following are the duties and responsibilities of the President-Elect.

The President-Elect shall:

1. Assist the President in the performance of duties and shall perform all the duties of the President in the case of absence of the President.
2. Attend Branch General and Executive Committee Meetings.
3. Co-ordinate with Membership Committee chairperson a welcome to new members of the Branch, supply them with information on current activities and objectives of the Branch and of CSHP.
4. Plan for upcoming term as President.
5. Assume the position of Branch President following the President's resignation of office.
6. Act as an Executive Committee liaison to one Chapter, if applicable, and one or two Branch Committees as assigned by the President.
7. Prepare a budget with the assistance of the President, for the Executive for submission to the Treasurer.
8. Review current terms of reference governing the position and suggest revisions to the Secretary. This should occur with each changeover of the position.