



Job Description: President-Elect

Position: Officer of the Executive Committee

Reports To: Board of Directors

Term: 3 Years (1st year as President-Elect, 2nd year as President, 3rd year as Immediate Past President)

Responsibilities:

- 1) Succeed to President's position upon expiration of President's term or upon resignation, incapacity, or death of President; and assume duties of President when President is absent from Board meetings;
- 2) Chair the SILA National Education Conference Committee;
- 3) Along with the President, serve on the Personnel Committee responsible for evaluating the Executive Vice President's performance; administer salary and benefits on an annual basis within the approved salary and benefit budgets, and recommend to the Executive Committee and Board of Directors actions to hire, fire and/or adjust the paid staff levels of the association;
- 4) Attend and participate in Executive and Board of Director meetings and lead national conference committee meetings;
- 5) Voting officer position.

Additional responsibilities include:

- 1) Perform any and all duties requested by law, by the articles of incorporation, or by the bylaws;
- 2) Make and enforce rules and regulations for its own actions;
- 3) Fill any vacancy on the Board of Directors or on a committee;
- 4) Meet at such times and places as required by the bylaws;
- 5) Register addresses with the secretary of the corporation, and notices of meetings mailed or emailed to them at such addresses shall be valid notices thereof;
- 6) Oversee committees, subcommittees, focus groups, board advisory councils and board task forces;
- 7) Ratify changes in the bylaws of SILA;
- 8) Establish new and adjust existing fees of the association;
- 9) Exercise fiduciary responsibilities including adopting and approving a budget, expense controls and setting the appropriate bonding level;
- 10) Investigate and recommend to the membership any matter pertaining to the welfare of the organization;
- 11) Approve all staff positions, including consultants;
- 12) Approve all salaries and benefits for SILA staff;
- 13) Elect persons for honorary membership;
- 14) Submit an annual report to the membership;
- 15) Provide criteria for affiliate relationships and granting affiliation to legally organized groups.

Qualifications:

- 1) Active SILA member in good standing for at least three years;
- 2) Directors shall be of the age of majority in the state of corporation (Indiana);
- 3) Have experience in goal-setting, planning, policy development, resource development, corporate oversight, evaluation and decision making, including budget approval, hiring and termination of employees.