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- I. The President Elect is elected by SEAALAS members.
- II. The President Elect serves a one year term, starting at the first Quarterly meeting of the Executive Committee. Following this term, the President Elect will become the next year's President and will then serve as Past-President the following year. Overall it is a 3 year commitment.
- III. The President Elect is a voting member of the executive committee.
- IV. Duties during the year in office as President Elect include:
 - A. Serves as a voting member on the Executive Committee and makes responsible decisions for the Branch.
 - B. Selects a site and program chair for the first annual meeting that will occur during their term as president.
 - C. Responsible for updating and maintaining SOPs for the Branch. The SOP's are all on disk and will be kept in Microsoft WORD format to be passed on to all Committee Chairmen. The SOPs are maintained and managed by the Executive Director.
 1. Changes should be proposed to board and approved by no less than 5 voting members including member proposing the change. A quorum must be reached to approve a change.
 - D. Reviews all SOP's and assist in distributing them to all new committee chairmen and members by the end of the second quarter of their term.
 - E. Attends District IV council meeting to prepare for their position as President when a meeting is held.
 - F. Serves as co-auditor of the Audit Committee per the Audit Committee SOP.
- V. Prior to taking the office of President at the next year's first quarterly meeting, the President Elect will:
 - A. Select Chairs for the Awards, Nominations/Elections, Legislative, and Communication Committees.
 - B. Select the TBR and Commercial Liaison.
 - C. Send invitations to the newly elected /incoming members for the first Executive Committee meeting, which takes place immediately after the

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outgoing committee meets in January. The incoming members are invited to voice opinion during the outgoing committee's meeting, but are not allowed to vote, and vice versa.

- D. Prepare an agenda for the first meeting of the incoming Executive Committee. The agenda should include Approval of new Committee Chairs, and any old and new business for the upcoming year.
- E. Provide the Committee with a list of phone and fax numbers and email addresses for all members and chairs.