

PRESIDENT – ELECT OPERATING CODE

I. Election and Term of Office

- A. The president-elect shall be elected biannually by members of the NAKHE.
- B. The president-elect shall serve a term of two years term prior to assuming the presidency.

II. Duties

- A. Attend all Board of Directors meetings and Executive Board meetings.
- B. Work closely with the president to learn to perform all duties incidental to the Office of the President.
- C. Review the NAKHE Manual that includes: bylaws, policies, operating codes, and job descriptions. Make sure each officer and chairperson receives a copy of the manual.
- D. Serve as member of the Board of Directors and Executive Committee.
- E. When a vacancy occurs in the office of the president, the president-elect shall fill in the unexpired term.
- F. Work with the chair of the Future Directions Committee who will convene the committee at the site of the NAKHE conference, two years hence.
- G. Serve with the president and past-president for the selection of the NAKHE lecturers during the term of office.
- H. Submit committee member appointments to the Board of Directors for ratification, prior to the annual conference.
- I. Review and submit committee operating code changes to Bylaws Chair by June 1 each year. All additional operating code changes should be submitted by November 1 to update committee operating codes for annual committee meetings at January association meeting. Bylaw changes must be submitted to By Laws Committee by August 1 to be considered by Board of Directors and then prepared for consideration by association membership at annual meeting in January.

All receipts for expenses must be submitted to the executive director no later than February 1st from the previous fiscal year which ends November 30th.

Revised: (Mauck, 2005; Mitchell, 2007; Anderson, 2008; Block, 2009; Sampson Moore, 2012)