

VICE PRESIDENT-ELECT OPERATING CODE

I. Election and Term of Office

- A. The vice president-elect shall be elected annually by the membership of NAKHE.
- B. The vice president-elect shall serve a one-year term.
- C. The vice president-elect will assume the duties of the vice president at the end of the one-year term.

II. Duties

- A. Attend all Board of Directors' meetings
- B. Work closely with the vice president in order to learn to perform all duties incidental to the Office of Vice President
- C. Serve as a member of the Future Directions Committee.
- D. Serve as a member of the Publications Committee.
- E. Recommend to the Board of Directors in consultation with the Future Directions Committee the theme for the conference of the coming year when serving as vice president
- F. Prepare, distribute and collect annual conference evaluation forms and provide feedback information to be used in the following year.
- G. Distribute a call for papers for the next NAKHE annual conference at the conclusion of the annual conference in which the Office of Vice President-Elect is vacated and the Office of Vice President is assumed.
- H. Review and submit 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: (Claxton, 2005; Mitchell, 2007; Block, 2008; Block, 2009, Sampson Moore, 2012)