

PRESIDENT-ELECT

The President-Elect is an Officer of the WMCA and member of the Executive Committee, serves a one-year term, and is subject to election. The President-Elect's term commences in March, upon certification of the General Election results and the administration of the oath of office (typically at the Annual Conference banquet). The President-Elect automatically assumes the office of President at the completion of the one-year term, or if there is a vacancy in the office of President prior to that time. Filling the unexpired term of the vacated position, does not impact the Presidential term. Vacancies and removal are addressed according to the Bylaws and Elections Procedures. [WMCA Bylaws Section IV]

The duties of the President-Elect shall be:

1. Meeting and Event Attendance:
 - a. Attend the four (4) scheduled meetings of the Executive Committee (typically January, March, June, and October), as well as any Special Meetings called by the President. [Bylaws Article VII]
 - b. Attend the Annual Conference events, Annual Business Meeting, and sessions as requested by the President. [Financial Policies 3.1]
 - c. Attend the IIMC Annual Conferences as a representative of WMCA. Transportation, lodging, and meals are paid for by WMCA. [Financial Policies 2.1]
2. Committee Support:
 - a. Serve as Board Liaison on a WMCA Committee. Liaison responsibilities include:
 - i. Awareness of the responsibilities of your assigned committee (see specific Committee Descriptions).
 - ii. Providing the communication link between the committee and the Executive Committee and reporting on the progress of the committee at the Executive Committee's scheduled meetings.
 - iii. Arranging for the submission of reports from the Committee Chairs to the President for Executive Committee Meetings within the established deadlines.
 - iv. Contacting the committee Chair on a periodic basis to acquire updated progress on committee task assignments.
 - v. Assuming the responsibilities of the Chair in his/her/their absence.
 - vi. If the Chair resigns, serve in that position until the President appoints a new chair.
 - vii. Receive and sign-off on invoices and receipts from Committee Chair, then submit to the WMCA Treasurer for payment.
 - viii. Ensure Committee Chair prepares certificates for committee members.
 - b. Serve as Chair of the Budget Committee (if any).
 - i. Perform responsibilities as outlined in the committee's description.
 - ii. Prior to the Annual Conference, lead the Budget Committee in preparing a budget for the upcoming year.
 - iii. Present the proposed budget to the Executive Committee at its January meeting.
 - iv. Present the proposed budget to the general membership for a vote at the Annual Business meeting.

3. Administrative:
 - a. Serve as President as needed/in their absence.
 - b. Acquire and maintain knowledge of the WMCA Bylaws, policies, and procedures.
 - c. Perform such other duties and responsibilities as assigned by the President or Executive Committee.

4. Fiscal:
 - a. Cardholder of a WMCA credit card [Financial Policies 1.1].
 - b. Adhere to the WMCA Financial and Expense Policies.
 - c. Prepare and submit to the membership for consideration and approval at the annual meeting, a budget which shall set forth the estimated income and expenditures of the Association for the ensuing fiscal year, with the advice of the Executive Committee. [Bylaws Article X.I; Financial Policies Sections 6 & 7]

5. Presidential Term Transition Preparation:
 - a. Committee Structure, Chairs, and Liaisons:
 - i. Review current committee structure for alterations, including standing committees created per the WMCA Bylaws (Audit, Awards, Executive, and Membership), and others currently functioning. Adjust as needed.
 - ii. Appoint Committee Chairs and Liaisons prior to the Annual Conference.
 - iii. Conduct Orientation meeting of incoming and outgoing Committee Chairs, typically at the Annual Conference.
 - iv. Facilitate the transfer of records and information, as needed, between incoming and outgoing Chairs.
 - b. March Executive Committee Meeting (upon assuming Presidential Term):
 - i. Prepare and distribute agenda and packet materials for the meeting.

6. Annual Conference:
 - a. At the request of the President, serve as Liaison to out-of-state and honored guests (State Association Presidents, IIMC and Region IX Representatives, etc.). In coordination with the President, prepare and provide conference guest itinerary. Provide assistance to guests, as needed.
 - b. Gifts. Arrange for the purchase and presentation of the following items:
 - i. At the request of the President, gifts to the out-of-state and honored guests. (Financial Policies 3.4.2)
 - ii. Gift from the Executive Committee to the outgoing President; typically presented at the President-hosted event for the Executive Committee and honored guests. (Personal expense of Executive Committee members.)
 - iii. Gift from the WMCA Membership to the outgoing President; typically presented at the annual banquet. (Financial Policies 3.4.2)
 - c. Perform other conference duties as prescribed (see 2.b.IV, 4.c, and 5.a.iii).

Typical Annual Timetable:

Month	Duty Description
Monthly	President and Committee Liaison Support (as needed)
March	Attend Annual Conference Assume Office (typically at the annual banquet); Take Oath of Office – President-Elect Attend March Executive Committee Meeting
May	Attend IIMC Annual Conference
June	Prepare/review Committee reports and World Points Statements for EC Meeting Agenda Packet Attend June Executive Committee Meeting
October	Prepare/review Committee reports and World Points Statements for EC Meeting Agenda Packet Attend October Executive Committee Meeting
October - December	Hold Budget Committee Meeting/Prepare Proposed Budget
January	Prepare/review Committee reports, Proposed Budget, and World Points Statements for EC Meeting Agenda Packet Attend January Executive Committee Meeting Review Committees and Appoint Chairs for Presidential Year
February	Attend Awards Committee Meeting Review Committees and Appoint Chairs for Presidential Year
March	Prepare and present Proposed Budget for Annual Business Meeting Prepare/review Committee reports and World Points Statements for EC Meeting Agenda Packet Prepare and Distribute EC Meeting Agenda Packet Attend & dispose of President-Elect Duties at Annual Conference; Ensure Committee Certificate Issuance