

Board and/or Membership Approved Changes Affecting
the PRESIDENT-ELECT

1. The President Elect's Job Description was changed to include duties as the official Society "Parliamentarian" and the President-Elect will be called upon at official meetings of the SRMC to ensure that Society business is properly conducted. (Board Meeting 10/19/88)
2. A separate summary of Board and/or Membership approved changes for each officer's position, each committee and the Bylaws is now maintained in the front of each appropriate section of the SRMC Manual. The President-Elect shall review the minutes from each Board and Membership Meeting and prepare updated summaries for distribution to the manual holders by the Secretary. (Board Meeting 9/6/89)
3. The President-Elect, with the concurrence of the President and Treasurer, may authorize the Treasurer to invest Corporate funds. (Board Meeting 4/15/93)
4. The President-Elect shall be responsible for arranging for a plaque and appropriate gift for the outgoing President and shall also arrange for a plaque for any past Presidents of the Society who had not received a plaque or similar memento. (Board Meeting 10/6/93)
5. The President-Elect shall be responsible for arranging the issuance of a resolution to the families of deceased SRMC members. (Board Meeting 04/07/94)
6. The President-Elect shall be responsible for maintaining and updating (at least annually) the SRMC Member Involvement Historical Database and for monitoring compliance with the conference attendance requirements therewith. The President shall be notified of any members in non-compliance so that further action can be taken. (Board Meeting 10/02/96)
7. The President-Elect shall develop and maintain an SRMC Resource Directory. The directory shall provide information on SRMC resources and supplies and who members should contact for further assistance. (Board Meeting 10/02/96)

JobD: 09/01/99: 1 (Changes-Pres-Elect)
(Replaces sheet dated 01/20/97)

Updated through 04/30/99