

## SOCIETY OFFICERS

### JOB DESCRIPTION OF THE PRESIDENT-ELECT

1. The President-Elect is to assist the President in the accomplishment of his/her duties.
2. The President-Elect is to keep up-to-date on the actions and plans of the officers and various committees in order to have a smooth transition into the office of President.
3. The President-Elect is to monitor the overall activities of SRMC.
4. The President-Elect will act as Parliamentarian at all official meetings of the Board or Membership.
5. The President-Elect shall review the minutes from each Board and Membership Meeting and prepare updated summaries of Board and/or Membership approved changes for each officer's position, each committee and the Bylaws to be maintained in the front of each appropriate section of the SRMC Manual.
6. The President-Elect, with the concurrence of the President and Treasurer, may authorize the Treasurer to invest Corporate funds.
7. 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.
8. The President-Elect shall be responsible for arranging an appropriate gift for the outgoing President.
9. The President-Elect will be responsible for arranging the issuance of a resolution to the families of deceased SRMC members.
10. The President-Elect is responsible for maintaining and updating (at least annually) the Member Involvement Historical Database and for monitoring compliance with the meeting attendance requirement. The President shall be notified of any members in non-compliance so that further action can be taken.
11. The President-Elect will develop and maintain an SRMC Resource Directory. This Directory shall provide information on SRMC Resources and supplies and who members should contact for further assistance.

**JobD:** 01/20/97: 2 (Pres-Elect)  
(Replaces sheet dated 02/10/96)

Updated through 01/20/97