



**American Association of University Women
Lake/Sumter (FL) Branch**

PRESIDENT-ELECT

AUTHORITY

Branch Bylaws
Article XII. Duties of Officers
Section 3

“The president-elect...shall perform such duties as the president and board shall direct.”

GENERAL

- Attend Executive Committee, Board of Directors, and General Meetings
- Submit reports, as needed, to Dropbox designee in preparation for Board meetings
- Become familiar with the branch bylaws, strategic plan, and the Board position descriptions
- Submit a Continuity Report (“end of year report”) prior to the May Board meeting

TASKS

- Shadow co-presidents to learn logistic details of the position
- Fill the office of president in case of vacancy
- Select or be assigned by the co-presidents a project to complete during the co-president-elect year to lay a foundation for the co-presidency
- Update Branch Strategic Plan to include objectives for the co-presidency year
- Serve on the Branch Nominating Committee
- Attend monthly AAUW-Florida online meetings for branch presidents

TIMELINE

- Develop timeline(s) appropriate to project(s) selected

TIPS

- Review the past year’s minutes to become familiar with Board function and information