

Local Unit President-Elect/Vice President Job Description

The president-elect/vice president, who may be called upon at any time to temporarily assume the place of the president, should make a thorough study of the president's duties and responsibilities and be familiar with the work of the association.

The president-elect/vice president does the following:

- Presides at meetings in the absence of the president or upon the president's inability to serve.
- Assumes the duties of the president in the event of the president's resignation until the position is filled in accordance with the bylaws.
- Acts as an aide to the president and assumes responsibility for duties assigned by the president.
- Performs any other specific duties that may be provided for in the bylaws.
- Represents the president upon request.