POSITION OVERVIEW:

The role of the President Elect is to serve as the right hand to the President, shadow, fill in for, and support the President in any way she can. This is a learning year to prepare for assuming the role.

MONTHLY DUTIES:

1. Review board minutes from the previous board meeting and provide comment if needed.
2. Attend the monthly luncheon. *(11:15 arrival time, 2nd Thursday of every month minus July)*
3. Compose monthly board report. *(Due @ 5:00pm Monday before board meeting)*
4. Attend the monthly board meeting. (*3rd Thursday of every month)*
5. Attend the Past President meeting (quarterly or as needed).
6. Consider writing a newsletter article and forward it to VP of Public Relations. *(Due the 25th of every month)*
7. Upon receiving the list of guests from the VP of Reservations, follow‐up via email or phone with the guests.
	* 1. Provide an opportunity to gain feedback about the meeting.
		2. Review the membership process and answer any questions. Provide a reminder that there is a limit of three luncheons as a guest.
		3. Invite them back again next month and encourage bringing a friend or colleague.
8. Ambassador Program
	* 1. Recruit existing members to serve as Ambassadors.
		2. Assign new members to predetermined Ambassadors to introduce and assist them to know WIL and other members for three months.
		3. Follow up with Ambassadors monthly or as needed to provide support.
9. Send birthday cards (so it's more manageable w/ set dates) and also welcome cards to new members.
10. Organize the delivery of flowers to board members in recognition of a death in the family and to celebrate the birth of a baby.
11. Participate on the Nominating Committee.
12. Fill in for the President absence at board meetings and or monthly luncheons.

*Specific activities recommended by month:*

JULY

1. Attend the July board retreat where the upcoming season can be discussed (typically a 3‐hour meeting in the afternoon).

MAY

1. Meet with the President to begin cross‐training for the position; 1‐2 hours
2. Set goals for the upcoming year; 1 hour
3. Plan board retreat date and location; 15 minutes
4. Make reservations for the first half of the upcoming membership year for Board Meeting location and time; 20

minutes

***Total Time/Month: 3-4 hours (monthly meeting, board meeting & report)***