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| *Policy Number:* | 1.1.4 |
| *Category:* | Local Chapters – General |
| *Subject:* | San Diego/Imperial County APIC –Chapter President-Elect Responsibilities |

**Purpose:**

Defines the duties of the SD/IC APIC Chapter President-Elect

**Scope:**

Applies to this chapter only.

**Policy:**

This position reports to Chapter President.

Term of Office: 1 Year – Elected by membership.

The President-Elect shall:

1. Assist the president in the discharge of the duties of the president as may be directed by the President, and shall perform such other duties as may be prescribed from time to time by the President or the chapter board of directors (board).
	1. One of these duties is to plan/coordinate the Chapter’s Annual Conference in September of each year.
2. Prepare to assume the office of president.
3. Fills the office of president, should that office become vacant, and subsequently fills the office of president for a regular term, as is entitled to the president-elect.
4. Serve as a communication link with APIC HQ on matters as designated by the president. Further, the president elect must respond to APIC requests, notices, and other communications in a timely manner or by the designated deadline.
5. Become familiar with the president’s duties, as well as the organizational system structure.
6. Become familiar with the bylaws of the chapter.
7. Become familiar with various committees within the chapter.
8. Maintain communication with the president.
9. Maintain chapter’s meeting and event calendar facilitated and populated by the Educational Chair. (see example attached)
10. Perform presidential duties in the absence of the president as delegated by the president

Potential Responsibilities by timeframe:

Daily:

* None

Weekly:

* During weeks leading up to chapter’s Annual Conference will be in communication with venue coordinator, catering coordinator, President, vendor coordinator, conference committee and volunteers regarding duties and responsibilities.

Monthly:

* Communication/confirmation with Education Chair regarding the monthly Chapter meetings/lunch.
* Review chapter meeting proposed educational offering each month with the Education Chair checking for CEU/non-biased compliance.

Yearly:

* Follow up with Education Chair in September of each year to assure meeting venue for upcoming year has been acquired and chapter education is forthcoming.
* Plan/Coordinate the chapter’s Annual Conference in September. See timeline for planning attached. General description below:
	+ Facilitate a Friday in September date for conference. Review other events happening in September to plan a date as free as possible (avoid if possible dates that coincide with SDPH flu conference, AVA national scientific meeting, Kaaboo, IDAC Fall conference, etc)
	+ Enlist conference committee to assist with duties/planning
	+ Secure venue/caterer/menu
	+ Review annual conference budget to facilitate planning
	+ Develop topic/theme
	+ Secure speakers
	+ Enlist vendor participation

Templates and related documents:

Kerry, I put some of my helpful documents in here…replace them with yours if more updated and more useful.



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| *Approval Date:* | 10/6/17 |
| *Reviewed & Revised:*  | 10/6/17 |
| *Review Responsibility:* | SD/IC APIC Chapter Board of Directors  |
| *Next Review Due:* | 10/6/18 |