



## **THE NEBRASKA SOCIETY FOR RESPIRATORY CARE**

A Chartered Affiliate of the American Association for Respiratory Care

### Policy Statement

Section: Board of Directors

Subject: Officer Position descriptions:  
**President-Elect**

Effective Date:

References: NSRC Bylaws

#### ***Summary of Duties:***

The President-Elect primarily uses his/her term in preparation for the Presidency and may at times function as President.

#### ***Specific Duties:***

1. Assumes the duties of the President in the event of the President's absence, resignation, or disability.
2. Works with the Webmaster and Publication Chair to maintain and oversee the Society's web page.
3. Prepares the annual budget for their coming term, with the assistance of the Treasurer, and the Budget and Audit Committee, and submit the budget for approval at the fall meeting of the Board of Directors.
4. Oversees the elections process with Election and Nominations committees.

#### ***Minimum requirements:***

1. Active member of the AARC
2. Service on the Board of Directors for at least two years within the past six years.
3. Demonstrate timely and effective communication skills.
4. Conduct a business meeting according to Robert's Rules of Order.
5. Project a professional image that is reflective of the Society.
6. Knowledgeable of the Society's Mission and policies.
7. Knowledgeable of the duties of the various committees of the Society.
8. Demonstrate effective leadership skills.

#### ***Preferred Characteristics:***

1. History of active participation in his/her chapter or in another chartered affiliate.
2. Service on one or more NSRC committees.
3. Prior experience on the Executive Committee of the Society (includes Vice-President, Secretary and Treasurer).

Reviewed: Mar 2, 2011

D O'Brien-Genrich

J Bush

Board Approval \_\_\_\_\_