

NACDEP President-Elect

Key Responsibilities

With the consultation and approval of the President and Executive Committee, the President-Elect will form an Annual Conference Planning Committee for the express purpose of planning and holding the NACDEP annual conference. The President-Elect will be co-chair of the Annual Conference Planning Committee and be responsible for scheduling the Annual Conference, working with the Annual Conference Planning Committee to develop the Annual Conference Meeting program, and announcing conference details to the membership.

In addition to the duties specified in the NACDEP bylaws, the President-Elect is responsible for providing monthly updates to the Executive Committee on annual conference planning. As part of the reporting, the President-Elect will consult with the Annual Conference Planning Committee and the current management firm under contract with NACDEP to provide an initial conference budget to the Executive Committee for approval by November 1st in the year preceding the annual conference in question.

The President-Elect will serve on JCEP as a representative of NACDEP.

Schedule (based on a June NACDEP Conference)

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| <i>June</i> | Attend the Annual Conference and Post-Conference board meeting. |
| <i>June</i> | Provide personal information to bank and signed credit card policy acknowledgement to Treasurer and Association Manager to obtain association credit card. |
| <i>June</i> | Sign Conflict of Interest Form |
| <i>June</i> | Along with the Host State, form an Annual Conference Planning Committee and co-chair this committee with the local host State. Depending on where the host conference committee is in conference planning, and if willing to do so, the President Elect may want to begin this process immediately after being elected in January rather waiting until he/she officially takes office. |
| <i>June-June</i> | Conduct monthly conference planning committee meetings in collaboration with co-chair from host state. |
| <i>June-June</i> | Attend monthly board meetings and provide updates on the annual conference planning and JCEP. |
| <i>June-June</i> | Serve as backup for Newsletter and provide editing input to Editor along with Publisher |
| <i>June</i> | July Receive annual conference budget approval from the Board of Directors |
| <i>June</i> | Participate in monthly JCEP board meeting video conferences. |
| <i>Aug-Sept</i> | Work with President and Past President to determine site selection process for conference to be held just under three years from now. |
| <i>Jan-Feb</i> | Reach out to incoming Board members to select dates for fall retreat (preferable September). Send announcement of dates to all Board members to hold date. Begin working with Association Manager to secure meeting location. |
| <i>February</i> | Attend JCEP winter board meeting held in conjunction with JCEP Leadership Conference. |
| <i>Feb-June</i> | Serve on next year's JCEP Leadership Conference planning committee. Possibility of being asked to serve on additional JCEP committees. |
| <i>April</i> | Send email (copy President) to Committee Chairs to assess their interest in remaining in their leadership role. |
| <i>May</i> | Work with President to develop draft agenda for Annual Meeting and Post-Conference Board meeting. Present to Board for review and comment at board meeting. |

June Attend the Annual Conference and Pre- and Post-Conference board meetings. The President-Elect will become President at end of Business Meeting and will lead the Post-Conference/Orientation Board Meeting (include selection of committee liaisons).

June Attend JCEP summer board meeting held in location determined by JCEP President. At start of meeting, identify roles of interest on JCEP Board. Publicly share this information with full board. At end of meeting, submit formal self-nomination form for top 3 choices of leadership in order of preference. Voting will occur electronically in July. See JCEP Policies & Procedures for more detail.