**Position:** President Elect

**Length of Term** X year(s) as president elect, X years in presidential line

* President: X year(s), served immediately after
* Past president: X year(s), served immediately after presidential term

**Estimated Time Commitment:** 8-10 hours per month

**Summary** The president-elect serves as the second highest officer and assumes the presidency at the conclusion of the X-year term. The President-elect assumes the duties of the President in the temporary absence of the President, and performs any other duties as assigned by Unit Bylaws and the Unit’s Board of Directors. The President-elect automatically succeeds to the presidency for the proceeding term and then to past president following presidency. During the period between the election and the inauguration, the president-elect actively prepares to carry out the duties of the office of president and works with the outgoing president to ensure a smooth handover of presidential responsibilities.

**Responsibilities**

* Help set direction for the Unit: perform strategic thinking and planning, help set mission and vision, honor organizational values, promote positive public image, approve operational and annual plans
* Help ensure resources for the Unit, capably engage the board of directors, measure progress on strategic plan, monitor programs and services
* Consult with other board members and CEC staff about general operations
* Work closely with the president (and executive director) on ensuring implementation of the strategic goals
* Work with the president (and executive director) in acting as the spokesperson for UNIT CEC.
* Fully participate in the work of the board of directors
* Serve as a voting member of the Board of Directors
* Attends and participates in all board, presidential line and general business meetings
* Serve on committees and micro-committees as needed
* Attend Leadership Institute
* Attend or designate attendance at CEC virtual Townhalls

**Qualifications**

* Served on board for X years
* Be a current member of the Council for Exceptional Children
* Demonstrates commitment to Unit’s mission, vision, strategy and goals
* Ability to plan, organize and execute duties required by the position
* Ability to complete projects within established timeframes
* Ability to delegate tasks and ensure follow-through

Last Updated: Month Year