President-Elect
Roles and Responsibilities

Title
ASTS President-Elect

Purpose
Support president to ensure Council fulfills its responsibilities for the governance of the organization; perform duties of president in his or her absence. Work with president to support the CEO/ED in achieving the mission of the organization.

Term
One year, non-renewable. Succeeds to the President.

Eligibility
President-Elect is elected by the membership. The Secretary or Treasurer completing a term is usually presented on the ballot for President-Elect; in years where neither the Secretary or Treasurer is named, a competitive ballot is presented to the membership by the Nominating Committee.

Meetings
Three Council Meetings (3 in person, conference calls as needed)
Monthly Executive Committee Meetings
Serve on Executive Committee
Serve on Nominating Committee
Teleconference with CEO/ED as needed
Attend one Presidents’ Roundtable Meeting

Time commitment
4-5 hours/week for calls/email plus 4-6 additional travel days

Responsible to
Council

Responsibilities of Council
• Establish policies for administering programs and services in accordance with ASTS’ mission
• Employ and support the Chief Executive Officer/Executive Director
• Ensure resources to support ASTS’ budget and programs, including assisting staff in development activities when possible
• Ensure the financial affairs of ASTS are conducted on a responsible basis in accordance with established policies
• Represent ASTS at conferences, on national and state advisory groups, before government agencies, and with private individuals
• Participate in evaluations/reviews of the Council performance, including Council Meeting Assessments, and take steps to improve its performance

Specific Responsibilities of President-Elect
• Chair meetings of the Council and general membership in the absence of the president
• Assist the president in carrying out her/his assigned responsibilities
• Participate in meetings of Executive Committee and other groups as assigned
• Perform other duties as required by Council

Expense Support
Travel expenses (except for the meetings held in conjunction with ATC) and ASTS-sponsored conference calls are covered by ASTS.

Original date: 3/23/2018