



## **President-Elect Roles and Responsibilities**

<b>Title</b>	ASTS President-Elect
<b>Purpose</b>	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.
<b>Term</b>	One year, non-renewable. Succeeds to the President.
<b>Eligibility</b>	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.
<b>Meetings</b>	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
<b>Time commitment</b>	4-5 hours/week for calls/email plus 4-6 additional travel days
<b>Responsible to</b>	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

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