

**Position**

**Functions**

**Responsibilities**

**President-Elect**

1 year term  
then,  
assumes  
Presidency

- Serves as a member of the Board of Directors with vote
- Serves as a member of the Finance Committee

1. Learns the duties of the President, and performs the functions of the office of the President in the absence or disability of the President.
2. Designates all appointed positions to the Board of Directors to serve during the President-Elect's term as President.
3. Submits the incoming State and District Officers rosters to ADA when requested.
4. Attends the NCDA Board of Directors meetings.
5. Updates the NCDA President on issues pertaining to the President Elect's position.
6. Establishes, with the Finance Committee, the budget for the upcoming year.
7. Keeps (with the Officers' Manual Coordinator) the President-elect's section of the Officers' Manual up-to-date, and passes the President-elect copy of the manual to the successor.
8. Attends affiliate President-elect activities at the ADA FNCE and other appropriate ADA meetings.
9. Purchases the President's gift to present at the Spring Board Meeting.
10. Coordinates, with the Executive Director, preparation and distribution of the new officers' roster at the last Board Meeting of the year.

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