



## **PRESIDENT ELECT Responsibilities and Qualifications**

---

### **Roles and Responsibilities**

- Act as liaison for Standing and Ad Hoc Committees, communicating with the committee chairs and providing for their representation at meetings of the BOT
- Work closely with the president on all aspects of leadership including but not limited to budget, conferences, professional development, programs and initiatives, publications, committees, and exhibits
- Assist in the development of the budget with the Executive & Budget Committees
- Create a two-year Plan of Action for the Association based on the general initiatives outlined in the Bylaws and input from NYSATA members; present the plan of action to the BOT in the March meeting preceding the transition to the office of president
- Chair the Budget Committee to prepare and present to the BOT a budget that will support the Plan of Action for his/her first year as President
- Succeed to the office of President upon completion of his/her term as President Elect
- Assume duties of the chair of the Board of Trustees in the absence of the President
- Outline a Plan of Action for the current year to be posted on the Association website and published in the Conference (Fall) edition of the NYSATA News
- Serve as one of the delegates to the NAEA Delegates Assembly

### **Qualifications**

- Must be a member in good standing of the Association
- Should have a thorough understanding of NYSATA programs and partnerships
- Must have served in a position on the BOT within three years preceding candidacy

### **Nomination Requirements**

Complete nomination includes

- Nomination form
- Standardized vita
- Candidate statement
- Photo (head shot) minimum of 600 pixels in any dimension