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AUGUST 2015

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## **PRESIDENT-ELECT**

### **Powers and Duties of the President-elect:**

*(As defined in the LAFP Bylaws, Chapter X, Section 2)*

1. The President-elect shall act as President in the absence of, or at the request of the President; and when so acting shall have all the powers of, and be subject to, all the restrictions upon the President. The President-elect shall have such powers and perform such other duties as may be prescribed by the LAFP Board of Directors. The President-elect shall automatically become President the year following the term of President elect.
2. The President-Elect shall be a member of the Board of Directors, the Executive Committee, the Committee on Operations and the Nominating Committee. He/she shall preside at all meetings of the Board of Directors in the absence of the President and Vice President.
3. In the event of the death or resignation of the President during his/her term of office, or if he/she shall be unable or not qualified to serve, the President-Elect shall succeed to the office of President for the unexpired portion of the President's term.

### **Major Duties and Responsibilities:**

1. Works with the President laying the groundwork for continuing LAFP activities focused to achieve its mission and strategic plan
2. Continually observes the entire operation of the LAFP providing support and feedback to the President and the Board of Directors
3. Serves as a member of and attends all Executive Committee meetings
4. Serves as board liaison to commissions or groups of committees as assigned by the President in consultation with the Executive Committee. Attends any programs planned by the committee/commission to which they serve as Board liaison
5. Is available for special assignments as needed
6. Thinks about the upcoming responsibility of appointing chairs and members of all standing committees  
Items to keep in mind:
  - Consult with the Executive Vice President and staff in making appointments to committees
  - Use LAFP publications to seek interested volunteers
  - Observe the performance of members in other roles keeping a list of people who you think would do a good job
7. Contacts each incoming committee chair to discuss activities for the coming year ensuring that activities of the group are appropriately focused on the mission and strategic plan.
8. The President-Elect shall be kept informed of all Board of Directors and Committee meetings.
9. When the Nominating Committee meets he/she should make plans for committee appointees during his/her term as President. He/she may serve as the President's official designee to represent the Academy at other constituent chapter and national meetings.
10. It is recommended that the President-Elect attend the AAFP Annual Chapter Leadership Forum (ACLF) in Kansas City, and Southeastern Forum Conference (if he/she has not already attended a previous leadership conference).

### **Travel Responsibilities:**

#### **In state travel:**

- The President-elect, at the direction of the President and Executive Committee, will travel as specifically assigned

to various regions of the state for the purpose of giving the organization visibility, to improve communications within and outside of the organization, to gain better understanding of problems within component chapters and regions, and to communicate to all the goals and objectives of the Academy.

- The President-elect, at the direction of the President and Executive Committee, will travel as specifically assigned to visit local districts and address requests of district directors and regional leaders.

**Out of state travel:**

- The President elect will officially represent the LAFP at the annual meetings of other state chapters as assigned by the President, in consultation with the Executive Committee.
  - Items to be kept in mind during state chapter visits:
    - Observe state activities that might be of value to incorporate into LAFP efforts
    - Make an effort to meet as many officers and the official representatives of other states as possible
    - Write a report on the visit; that report should focus on what was learned and what friendships were established as a result of the visit.
    - Promote, as appropriate, any LAFP member running for AAFP office
- The President-elect will attend the AAFP Annual Chapter Leadership Forum and the Southeastern Forum Conference.

**Reimbursement:**

- The President-elect's travel will be reimbursed in accordance with the current LAFP travel reimbursement policy.

**Hospitality Responsibilities:**

- Helps entertain visiting officers and officials during the General Assembly

**Annual Meeting Responsibilities:**

1. Prepares a written report that summarizes goals and objectives for the coming year for distribution at the General Assembly
2. Addresses the General Assembly with a summary of his/her goals for the coming year known as the President-elect's address
3. Selects the person who delivers the invocation at the Awards & Installation Ceremony
4. Attends the Board of Directors and committee meetings
5. Attends the Awards and Installation Ceremony and the President's Reception, sitting at the head table with spouse; makes brief comments and family introductions; presents gift(s) to the outgoing president;