

DUTIES OF PRESIDENT-ELECT

- The President-Elect is a member of the Chapter's Board of Directors and has the prime responsibility to assist the President in fulfilling their duties and to act in the place of the President when the President is unable to do so. It is intended that this officer will prepare to assume the position of President the subsequent year in such a way that the continuity of the Chapter will be maintained.
- Either alone or in conjunction with an Education or Program chair or Committee, this officer is responsible for all programming during their term of office, include Chapter meetings, including but not limited to subject matter, format, speakers, location, etc., and therefore is automatically a member of the Program Committee.
- All standing committees are coordinated through the President-Elect. This officer is an honorary co-chair on all committees. It is also the responsibility of this officer to recruit committee participants from the general chapter membership.
- The President-Elect will attend all Chapter meetings and Board meetings. In addition, they will attend the Chapter Leadership Institute, at ALA Headquarters and Chapter's expense.
- The President-Elect shall participate in ALA's Chapter President's listserv. The President-Elect will encourage members to abide by ALA's Code of Professional Responsibility.
- The President-Elect shall manage the Legal Expo, which should be held in March.
- The President-Elect shall plan the Transition Dinner, which should be held in April. At this dinner, the gavel will be passed from the outgoing President to the incoming President. The President-Elect shall purchase the thank you gift for the President which will be awarded at the Transition Dinner.