



### **HMBANA Board Member Job Description: President-Elect**

The president-elect serves as a transitional role, preparing to assume the responsibilities of the president once their term begins. In the absence of the president, or in the event of their death, inability, or refusal to act, the president-elect shall perform the duties of the president and when so acting shall have all the powers, duties, and restrictions of the president. The president-elect shall serve a term of one-year. The position of president-elect does not guarantee automatic ascension to the role of president upon the conclusion of their term. The president-elect will be subject to approval through a formal vote, in accordance with the bylaws.

These duties shall include and not limited to the following:

1. **Succession Planning:** The president-elect is responsible for working closely with the outgoing president to ensure a smooth transition of leadership.
2. **Member of the Board:** The president-elect serves as a member of the board of directors, providing input and insights into the organization's strategic decisions.
3. **Learning and Preparation:** The president-elect uses this time to learn about HMBANA's operations, challenges, and opportunities, preparing themselves for the role of president.
4. **Committee Involvement:** Serve on various HMBANA committees, gaining a deeper understanding of its activities and initiatives.
5. **Program and Project Oversight:** The president-elect may be delegated or directed by the full board to oversee specific HMBANA programs or projects, helping to ensure their success and alignment with HMBANA's mission.
6. **Strategic Planning:** Participate in the development of HMBANA's strategic plan, helping to shape its long-term goals and objectives.
7. **Public Representation:** When the president is unavailable the president-elect may represent HMBANA at public events, meetings, and conferences, helping to promote HMBANA's mission.
8. **Collaboration:** Building relationships and collaborating with other board members, staff, volunteers, and stakeholders is essential for the president-elect to be effective in their future role.

It's essential for the president-elect to work closely with the current president and board of directors to fully understand their role and responsibilities.