**Job Description**

**San Antonio President-Elect**

**American Association of University Women**

**(AAUW)**

**Position Summary: The President-Elect is the successor to the president and is elected to assist the President with her duties of managing the branch and assuming the role of the branch president if the president is unable to perform duties for any reason.**

**Responsibilities: The responsibilities of the President-Elect include:**

* **Represent the President in her absence**
* **Assume the role of the president the year following completion of duties as President-Elect**
* **Assume the role of President if she is unable to perform duties for any reason**
* **Assist the President in her duties, as required**
* **Lead the annual update of the branch Directory and Bylaws, including membership information updates, printing, and coordination with board officers, as appropriate**
* **Serve as ex-officio member on committees, except nominating committee**
* **Assist in developing and implementing succession and transition plan updates**

**Leadership Skills: Experience in planning and goal setting, team building, resource management, ability to delegate, presentation skills, and familiarity with the organization’s mission, goals, and objectives.**

**Time Commitments: Attendance at Board of Directors meetings, monthly membership meetings, Executive Committee meetings, and other planning and operations meetings, as required.**