

University of Minnesota Women's Club

President Elect – Job Description

The President Elect is an elected position. The President Elect acts in the absence of the President and performs such duties as are delegated to her by the President. The focus is on interacting with Members and learning as much as possible about the workings of the Club. The President Elect serves for two years, the first as President Elect and the second as President.

Official duties

- Assume the responsibilities of the President in the absence of the President.
- Attend Board Meetings and make reports as appropriate.
- Serve on the Executive Committee.
- Serve as an advisor to the Nominating Committee in a non-voting capacity.
- In conjunction with the President prepare the agenda for the June Joint Board Meeting.
- Submit an Annual Report at the end of the term.
- Update the President Elect job description as needed.

Learn the organizational and administrative functions of the UMWC

- Review the by-laws and club history.
- Review job descriptions of all elected and appointed Board positions.
- Review the documentation describing the UMWC's relationship with the University and the University Foundation.
- Whenever possible attend meetings of the President and the Club's official contacts with the University and the University Foundation.
- Meet with other Officers and Chairs of Standing Committees to become familiar with their work.
- Join as many Interest Sections as possible and attend various Section events to become familiar with their activities and meet the members.
- Plan one or two in person group and/or digital gatherings for Section Chairs to discuss issues.
- Participate in events for New Members and assist the Membership Committee in describing the culture and offerings of UMWC.
- If offered, consider attending the Big Ten Women's Club Conference. (Held every other year)

Plan for next year

- In consultation with the President and Nominating Committee identify Members to fill appointed offices and committee chairs for the next fiscal year.
- Meet with Event Coordinators in the Spring to establish dates for next year's calendar
- Meet with the Conversations Chair to discuss next year's programs
- Participate in planning the Fall Welcome.

7/18/2023