**BOARD OF DIRECTORS JOB DESCRIPTIONS: Elected Positions**

**PRESIDENT-ELECT**

***OVERVIEW***

The President-Elect represents and serves the membership of VAND as a member of the Board of Directors. This position is responsible for planning the annual meeting of members, and also participates in executing resolutions made by the Board of Directors. It is the duty of the President-Elect to prepare for their term as President by becoming acquainted with all the functions and responsibilities of the President. In the absence of the President, the President-elect performs all the duties and responsibilities of the President.

**Responsible to:** VAND Membership & Board of Directors

**Term of Office:** One year. Term begins June 1 and ends May 31 of the following year.

Position represents a three year commitment to VAND.

**Voting Member Status:** Voting Member of the VAND Executive Committee and the BOD

**Responsibilities:**

1. Chair the Program Planning Committee and assume responsibility for planning the VAND Annual Meeting & Conference (see Committee Chart for members and VAND Policy #1).
2. Maintains minutes from all Planning Committee meetings, which will act as part of committee report to be included in Consent Agenda for subsequent Board of Directors meeting. Sends minutes to Website Administrator to post in Committee’s Section of Members-only website.
3. Attend board meetings and participates in executing resolutions of the Board of Directors.
4. Become acquainted with all the roles and responsibilities of the President and other officers in preparation for the upcoming term as President.
5. Perform the duties/responsibilities of the office of the President in the President’s absence or when the President is unable to perform their duties as determined by the Executive Board.
6. Attend FNCE and/or ACADEMY President-Elect Leadership Training (both reimbursed by VAND- see Expense Policy# 4).
7. Serve as member of the Finance, Strategic Planning, and Public Policy Committees.
8. Submit Annual Meeting program content for VAND Public website and newsletter as needed. Keep Program Planning section of Member website up to date with Annual Meeting program content.
9. Appoint the chair of all standing committees to serve during the President-Elect’s term as President should vacancies occur.
10. Plan the VAND Board of Directors transition meeting in late May.
11. Send the names of all officers and committee chairs who will serve during their term as president to ACADEMY headquarters per date required by the Academy (usually May).
12. Represent VAND at all meetings and activities planned for President and Presidents-Elect at the ACADEMY Annual Meeting (FNCE).
13. Assist president in all activities and communications with ACADEMY headquarters on matters pertaining to VAND activities.
14. Help coordinate special events such as, National Nutrition Month, VAND Day at the State House and scheduled educational events.
15. Serve as a VAND Facebook Administrator (see Policy #8-Member Communications).
16. Recognize and present President with Thank You gift at Annual Meeting.
17. Perform other duties as designated by the Board of Directors.
18. Provide contact information to President for BOD directory, including personal email to enable forwarding of eatrightvt.org addresses, (AnnualMeeting@eatrightvt.org).

**Committee Membership:**  Chairs the Program Planning Committee (see Policy #1). Member of the Finance Committee, Strategic Planning Committee, the Bylaws and Policy & Procedure Committee, and the Public Policy Panel Committee (See Committee Chart for members and chairs).

**Time Commitment:** 5 hours monthly though this mayvary per month and per year depending on the organizations’ identified priorities. The position requires travel to at least 1 national meeting (4-5 days) during the first and second year of the commitment.

**Qualifications:**

* Active or Retired Member of VAND and Academy; prior experience on the Board of Directors is desirable
* Commitment to the organization and a willingness to devote necessary time and effort