**President-Elect of SAA**

Term:

* Serves on the Board as President-elect for one year (the last year of the sitting President’s term).
* Becomes President the following year for a two-year term.

Duties:

* Attends the following Board meetings as President-Elect:
	+ Board meeting at the Annual Meeting the year elected (Wednesday prior and Saturday of annual meeting),
	+ that year’s in-person September/October Board meeting, and
	+ the first day of the Board spring meeting at the following Annual Meeting (Wednesday prior to Annual Meeting beginning)
	+ monthly on-line Board meetings
* Serves as member of the Executive Committee for the last year of the sitting President’s term, assisting the President and other officers with the governance of the SAA, including setting the agenda for the Board meetings.
	+ - * Participates in email discussions and e-votes in a timely manner
* As a member of the Executive Committee, serves as a member of the Audit Committee
* Attends the fall and spring Executive Committee meetings as President-Elect and monthly on-line Executive Committee meetings (30 min to an hour).
* As President-elect, serves as a voting member of the Board.
* Participates in special events at the Annual Meeting.
* Is charged with becoming familiar with the issues and duties of the President throughout the course of the year. Works closely with the President to ensure a smooth leadership transition.
	+ - * Serves as liaison to committees and task forces and maintains an open dialog with those committee/task force chairs and interest group organizers. Also serves to communicate the Board’s actions with regard to those committees and interest groups.
	+ attends Committee and Interest Group meetings at the Annual Meeting
	+ remains in contact with Committee, Task Forces, and Interest Group Chairs throughout the year
	+ ensures that Committee and Interest Group budget requests and reports are submitted to the Board on a timely basis
	+ provides an email summary of any Board actions related to the committee/task force/interest group
	+ Reviews monthly financial statements and annual audit.
	+ As needed, serves on subcommittees of the Board

Time Commitments:

* + - * Weekly commitment of 1-6 hours, depending on issues at hand. 1-6 hours per week at other times of the year.
			* Attendance at meetings
				+ must attend Annual Meeting, arriving one day before opening session
				+ several hours of SAA Committee and Task Force meetings at the Annual Meeting
				+ several hours of Board receptions at the Annual Meeting
				+ business meeting at the Annual Meeting
				+ four days for each Executive Committee meeting (2 days travel and 2-day meeting)
				+ four days for Board meeting in September/October (2 days travel and 2-day meeting)
				+ special meetings/receptions/meals at the annual meeting that parallel the President’s schedule.