

**WESTOP SoCal Chapter
OFFICER JOB DESCRIPTIONS
2008-2009**

POSITION: **President-Elect**

OFFICER:

TERM: 1 Year

ASSIGNED RESPONSIBILITIES:

1. Work closely with the President to acquire the skills, competencies, and knowledge of Chapter objectives, activities, procedures and services.
2. In case of the absence or disability of the President, to temporarily exercise all the powers and perform all the duties of the President.
3. In case of vacancy of the President, to succeed to the office of the President for the remainder of that term of office as well as his/her subsequent term of office as President
4. To preside over the Chapter Committees, which include: Public Relations, Legislation & Education, Research, Technology, Professional Development, Resource Development, Membership and Credentials and other Ad-Hoc Committees as set up by the President.
5. Attend all Chapter general meetings and Executive Committee meetings as requested.
6. Any other duty and task as assigned by the President, which is related to the overall purpose of the Chapter and the good of the Association.