

Retired Faculty-Staff Association **President-Elect Job Description**

From RFSA Constitution

The President-Elect shall perform the duties of the President in the event the President is unable to function. The term of the President-Elect shall normally be one calendar year.

From RFSA Bylaws

Article III, Section 1: *Should the office of President become vacant, the President-Elect shall immediately become President, serve out the remaining term of his or her predecessor and the entire term to which she or he was elected.*

Article III, Section 2: *The President-Elect shall serve on the Nominations Committee.*

Overall responsibilities of the President-Elect include:

- The primary responsibility of the President-Elect is to work closely with the President to learn more about RFSA and the issues currently impacting the organization, and perhaps work on special projects assigned by the President.
- Take over as President if the Presidency is vacated before end-of-term.
- Serve on Nominations Committee.
- Act as AROHE contact.
- Serve as a member of the RFSA Board.

3/5/2024