

## **PRESIDENT-ELECT JOB DESCRIPTION**

### **OVERVIEW**

The President-Elect is elected by the membership to be an officer of the National Association of Enrolled Agents (NAEA). The President-Elect serves as back-up to the President, and must be completely familiar with the President's duties and responsibilities. At the end of a one-year term, the President-Elect automatically becomes President of NAEA and after that one-year term becomes Immediate Past President. If the President is absent, the President-Elect performs the duties of the Presidency during that time. If the President is incapacitated or otherwise unable to complete his or her term of office, the President-Elect serves as President during the remainder of the term. The President-Elect must know and understand NAEA's core values, strategic plans, bylaws, and policies and procedures.

### **RESPONSIBILITIES**

- The President-Elect is a voting member of the Executive Committee.
- The President-Elect assists the President and the Board in promoting the objectives of NAEA.
- The President-Elect works closely with the President and the Executive Vice President on existing and future projects to ensure a smooth transition in leadership from one year to the next.
- The President-Elect establishes and maintains a close working relationship with the Executive Vice President (EVP) to provide continuity of NAEA's goals, objectives, purposes, core values, and strategic plans.
- The President-Elect assists the incoming President in appointing or nominating potential committee and task force members and chairs.
- The President-Elect, with the assistance of the Executive Committee, leads the EVP annual performance evaluation process.