

Title: WAND President – Elect

Elected or Appointed Position: Elected Annually

Service: 3 years, president-elect, president and past-president

Overview:

The President-Elect will serve for one [1] year, and at the end of this term, will assume the Office of President. The President-Elect will: support the President in leading WAND towards its strategic direction and values; serve as a member of the Board of Directors; present written proposal for the strategic plan and budget for term as President for approval by the board; and perform the functions of the office of President in the absence or disability of the President; serve as General Chair for the annual education meeting; appoint chairs of all committees to serve during the President-elect’s term as President.

Duties: Supports WAND President, plans Annual Conference, reviews strategic plans for term as president, submits proposal for budget for term as president, attends President-Elect Training

Checklist/Calendar:

Month	Duties	Done
June	Submits Proposal for Budget Budget Approval	
July	Creates Annual Conference Planning Committee	
August	Submits President-Elect Report and Agenda items Attends August Board Meeting Annual Conference Planning – as needed	
September	Annual Conference Planning – as needed	
October	Annual Conference Planning – as needed Submit Conference Information to Range Rider Newsletter	
November	Annual Conference Planning – as needed	
December	Annual Conference Planning – as needed	
January	Submits President-Elect Report and Agenda Items Attends January Board Meeting Reports on Annual Conference	
February	Votes in WAND and National Election	
March	Annual Conference Planning – as needed Submit Conference Information to Range Rider Newsletter	
April	Annual Conference Submits President – Elect Report and Agenda Items Attends April Board Meeting Attends Annual Business Meeting Attends New Board Member Orientation	

May	Transition to President Submit President Report to Range Rider Newsletter	
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Resources:

Academy Link: <http://www.eatright.org/affiliates/>

WAND Link: www.eatrightwyoming.org