



Volunteer Job Description

Position Title: President-Elect

Relationships:

Reports To: CAMSS Board

Internal Contacts: CAMSS Board Members, Educational Conference Program Committee, CAMSS Membership

External Contacts: General Public, Industry Partners

Length of Commitment: Term of office is two (2) years (January 1 – December 31) with a commitment to serve two subsequent years as President and two subsequent years as Immediate Past President and may not be elected to a second term.

Time Involvement: Average 10 hours monthly
8-10 meetings per year
Up to 2 Educational Conference Programs
NAMSS Leadership Conference
Educational Conference Program Co-Chair

Key Responsibilities:

As a CAMSS Board Officer:

1. Serve as a voting member of the CAMSS Board.
2. Attend CAMSS Board and other meetings to include the Educational Conference Program(s).
3. Serve as a role model and as an advocate:
 - a. for CAMSS by being knowledgeable about and supporting the mission, strategic plan, and programs of CAMSS.
 - b. for the CAMSS membership at large.
4. Assist the CAMSS Board in:
 - a. developing and executing annual and strategic plans.
 - b. carrying out its legal and fiduciary responsibilities, as needed.
 - c. initiating formal and effective transition of office to incoming officer at the end of term.
5. Participate as a CAMSS Board Member through one or more of the following methods:
 - a. recruit volunteers or new members to CAMSS who can help further the mission.
 - b. serve as a speaker for CAMSS.
 - c. provide any other kind of service or contribution that furthers the mission of CAMSS.
6. Review and approve nominations for the CAMSS Board based on recommendation by the Nominating Committee.
7. Prepare in advance for decision-making and policy formation at CAMSS Board meetings; take responsibility for self-education on the major issues before the CAMSS Board.
8. Responsibly review and act upon committee recommendations brought to the CAMSS Board for action.

CAMSS JOB DESCRIPTION
PRESIDENT-ELECT

As President Elect:

1. In the absence of, or because of the incapacity of the President, perform the duties and assume the responsibilities and authority of the President.
2. Serve as Co-Chair of the Educational Conference Program Committee.
3. Administer the Educational Conference Program Scholarship application process.
4. Learn the duties and function of the President.
5. Initiate formal and effective transition of office to incoming President-Elect at end of term.

Qualifications:

1. Must be an Active CAMSS member in good standing.
2. Must be an Active NAMSS member in good standing.
3. Must hold current NAMSS certification.
4. Must have previous experience on the CAMSS Board.

Additional Requirements:

1. Support from employer if applicable (written).
2. Commitment to advance the mission of CAMSS.
3. Commitment to full preparation in advance of CAMSS Board meetings for decision making and policy formation and self-education on major issues before the CAMSS Board.
4. Ability to make the necessary time commitment.

Subject:	CAMSS President-Elect Job Description
Date Implemented:	9/23/2024
Date Reviewed:	9/23/2024
Date Revised:	9/23/2024