Waterman Alumnae Group Job Descriptions - Officers

**President Elect**

The duties of the President-elect shall include but not be limited to:

A. Performing all Presidential duties in the absence of the President

B. Attending all meetings of the Alumnae Council and reporting back

to Waterman

C. Serving on the Endowment Committee

D. Serving on the Finance Committee and being an authorized signer

for financial transactions

E. Serving on the Town Hall Speaker Selection Committee

F. Reviewing, with the President, the final copy of the Town Hall

brochure and program before printing

G. Serving as Assistant Chair of the Nominating Committee

H. Obtaining annually signed Conflict of Interest forms from all

Officers, Directors, Committee Chairs, and Committee members

I. Create personal nametags for Board members for use at Town

Hall and any other special event. Create name cards for Board

members for use on the table at each Board Meeting.