

Waterman Alumnae Job Description

President Elect

The duties of the President Elect include but are not limited to:

Performs all Presidential duties in the absence of the President.

Attends all meetings of the Alumnae Council and reports back to Waterman

Serves on the:

- Endowment Committee
- Finance Committee
- Town Hall Speaker Selection Committee
- Nominating Committee as Assistant Chair

Is an authorized signer for financial transactions

With the President, reviews the final copy of the Town Hall brochure and program documents

Annually obtains signed Conflict of Interest forms from all Officers, Directors, Committee Chairs, and committee members

Creates personal nametags for Board members for use at Town Hall and any other special event. Creates name cards for Board members for use at each Board meeting