

PRESIDENT-ELECT

Position Summary:

Assist the president in overseeing all the activities of the chapter. In the absence of the president, perform all the presidential responsibilities.

Responsible To:

The members of the chapter
The chapter president

Responsibilities:

Perform all special projects as assigned by the president.
Upon request, assist all officers in performing their responsibilities.
Attend (and preside over, if necessary) all monthly membership and board of directors meetings.
Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
Represent the chapter in the law community.

Resources Available:

WLA supplies the following resources for chapter vice-presidents or presidents-elect

WLA Affiliate Program for Excellence (SHAPE) Planning Workbook
Chapter Best Practices
Chapter Position Descriptions
WLA Guide to Chapter Financial Management
WLA-Approved Graphics for Chapters
WLA Graphics Standards Manual for Affiliates
Fundamentals of Chapter Operations
WLA Strategic Planning Toolkit