

## **CCMGA President-Elect Job description And specific duties**

**The president-elect shall be responsible for coordinating all active projects and shall assist project leaders as necessary. The president-elect shall become the nominating committee's candidate for president at the next election of officers.**

*(From CCMGA Bylaws)*

**Term is one year. Term limit is two consecutive years.**

### **Duties and Responsibilities**

- President-Elect shall stand for election as President when current President completes his/her term. This position serves to acquaint the individual with the activities of president and the Executive Board, become familiar with the Bylaws, policies, procedures and Roberts Rules of Order.
- Serve on the PDG Umbrella committee
- Plan to attend TMG State Conference, if possible.
- President-Elect, by designation of the bylaws is also a member of the Executive Board and shall participate in discussions and will vote on matters that come up for consideration.

As projects Chairperson, the president-Elect shall receive all new projects (whether from a CCMGA member or a request from outside the organization). Upon receipt of the proposed project, the President –Elect shall:

- Ensure project request form is completed, form is available on CCMGA Website ([www.cmga.org](http://www.cmga.org))
- Recruit chairperson for project if needed.
- Ensure the completed form has been signed/approved by County Extension Agent.
- Once approved, notify Volunteer Hours Chairperson who will confirm proper information has been entered into state database. This is critical step, as volunteer hours cannot be recorded appropriately until this is done.

- Arrange for funding with Treasurer as needed.
- Follow up on project through completion.
- Confirm project chair person has completed and returned project evaluation form; the data is required to complete end of year report.
- Arrange for project Chair to make final report to Board