PRESIDENT ELECT

The **elected** position of President Elect carries the following responsibilities:

1. Attends meetings of the board and the branch.
2. Assumes the duties of the President in the President's absence.
3. Is an ex-officio member of all committees except the nominating committee.
4. Represents the branch in the community and at AAUW-AZ meetings at the request of the President.
5. Serves on the Budget Committee.
6. Purchases the Presidential pin from the Napa Valley, CA branch to be given to the outgoing President at the end-of-the-year luncheon.
7. Submits a final, comprehensive end-of-the-year report to the President and position successor (if applicable). This report should include all expenses for the year, both direct and donated. The report might also include:
   a. Events/activities undertaken during the year.
   b. Success and Challenges
   c. Future needs.
   d. If work was done through a committee, how the committee worked together.
   This report is due the week before the transition meeting.
8. Performs other duties that might be requested by the President.