Uplift Community Alliance®

PRESIDENT-ELECT
JOB DESCRIPTION

Board Officer and Executive Committee Member

Position Summary

The President-Elect partners closely with the President to support chapter leadership, ensure smooth continuity of governance, and prepare to assume the presidency the following year. The President-Elect provides organization-wide leadership, serves as an ex officio member of all committees except the Nominating Committee. This role also oversees the House Operations Committee, leads risk-management review efforts, and coordinates board training to empower Board members and strengthen organization effectiveness.

General Board Responsibilities - Governance

- Uphold the organization's mission and values.
- Serve in a fiduciary capacity and act in the best interests of the organization.
- Financial Oversight: monitor financial health, and safeguard assets.
- Policy and Planning: Approve organizational policies, strategic plans, and major initiatives.
- Serve on the Executive Committee
- Board Participation: Attend meetings, vote, serve on committees, and represent the organization in the community.

Specific Position Responsibilities

1. Serve in the absence of the President.
2. Sign checks with the President, Treasurer, or Recording Secretary.
3. Serve as an ex officio member of all committees except the Nominating Committee.
4. Serve as the House Operations Committee representative to the Board and report House Operations Committee activities to membership. If appointed as House Operations Chair (by the President), see additional duties under House Operations Chair Job Description.
5. Conduct the first meeting of the incoming Board after the Joint Board Meeting adjourns.
6. Arrange and conduct the incoming board training session(s). Select the time and location. Prepare the agenda, materials and resources.
7. Conduct the annual review of the organization's Risk Management Plan and insurance policies and report to the Board.
8. Maintain the schedule for meetings and space for the Offices and Programs Building.
9. Retrieve, direct or respond promptly to the office voicemail messages.
10. Participate in the annual inventory of all Offices and Programs Building property.
11. Arrange for the organization's gift of appreciation for the President.

Standard Board Member Responsibilities

1. Submit a proposed budget for the succeeding year.
2. Ensure the committee and all subcommittee procedure book(s) and/or electronic records are updated and added to the MDF.
3. Submit recommended job description revisions to the Bylaws Chair.
4. Submit a year-end Final Report to the President.

Competencies

- Strong leadership, communication and relationship skills.
- Understand the organization's philanthropic programs and organizational structure
- Proficiency in Microsoft applications.
- Competence in digital communications (email, text, online communication tools).
- Successful background check.

Governing Documents

Bylaws, Standing Rules, Policies