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**Role Description: ORNAO President-Elect**

The President-Elect shall be an Officer of the ORNAO Board serving at the direction of the Board and the Membership. At the conclusion of his or her term, the President-Elect is appointed into the ORNAO President’s position.

The President-Elect supports the President in fulfilling the goals and objectives of the Association. The President-Elect provides continuity to established programs and the plans for future programs for which they will be responsible for during their presidency.

The President-Elect assumes all duties and responsibilities of the President in the event the President is absent or unable to perform the President’s duties.

By being fully informed of the activities in all areas of ORNAO, the President-Elect will be prepared to assist the President in any way and to assume the responsibilities of the office of President should the need arise.

**Accountability**

As an Executive Board Member of ORNAO, the President-Elect serves and is accountable to the ORNAO Board.

**Authority**

The President-Elect is entitled to make motions and has one vote on matters before ORNAO.

**Time Commitment**

Five hours per month (board meetings, supporting the agenda development for Board meetings and Executive meeting minutes, attending special events)

**Term of Office**

Two year term as President-Elect and then is appointed to a two year term as President and then is appointed to a one year term as Immediate Past-President.

**Specific Responsibilities:**

* Attend all meetings of ORNAO (e.g. Board, represent ORNAO at conferences, Annual General Meeting, Strategic Planning, other meetings as assigned by the President,)
* Serve as the ORNAO Privacy Officer ensuring that the Association abides by the privacy laws.
* Attend meetings with the President to monitor the status of the Operational Plan and projects and address issues.
* Review and revise the Operational Policies annually in collaboration with the ORNAO Board.
* Support committees when requested by the Board
* Perform other duties as assigned by the President and/ or the Board.

**Qualifications:**

* Refer to the ORNAO By-Laws regarding Executive qualifications
* Must be a member by ORNAC/ORNAO

Revision: March 8, 2023