From the Bylaws - *The President-Elect shall be elected annually, serve one (1) year, shall have had previous Board or FSNA Committee experience, and shall have attended three (3) of the last five (5) state conferences and one (1) of the last five (5) national conferences. Succeeds to the office of the President on the first of August at the beginning of the fiscal year or before in the event of the death, resignation, or removal from office of current President.*

**Responsibilities of the President-Elect are as follows:**

1. Becomes familiar with duties and responsibilities of the President, other members of the Board, committees, advisory boards, and chapter affiliates
2. Serves as Chair of, and presides at, the FSNA House of Delegates
3. Coordinates activities and acts as advisor to Region Directors
4. Serves as member of the Board and the Executive Committee
5. Serves as presiding officer and performs the duties of the President in the absence of the President
6. Represents the Association at the request of the President. Performs other duties as requested or as assigned by the President
7. Submits reports of activities to the Board and state office
8. Represents FSNA at the SNA House of Delegates

**President-Elect’s Calendar**

**June/July (as incoming President-Elect)**

* Works with President, Secretary/Treasurer, and Executive Director on preparing a budget for FSNA for the following year
* In collaboration with the current President and the Past President, evaluates the Executive Director and requests from the Executive Director the upcoming year’s *Executive Director Goals*
* Begin work on State Plan of Action for SNA
* Attends SNA Leadership Conference
* Announces **theme/focus** for the year at the FSNA Leadership Training and is installed as President. Reviews current Strategic Plan and incoming President’s Plan of Action
* Reviews responsibilities with Region Directors in cooperation with Region Director’s Chair at FSNA Leadership Training
* Serves on Annual Conference and Expo planning taskforce

**August/September (Term of office officially begins August 1)**

* Works with President, A/S Chair/Chair-Elect, SIP Rep/SIP Rep-Elect and staff on Expo
* Serve on Annual Conference and Expo planning taskforce
* Attend August Board meeting

**October/November/December**

* Attends FSNA Annual Conference and Expo
* Presides at FSNA House of Delegates
* Helps with LEAD Summit Planning
* Continues to review Region Directors’ responsibilities in cooperation with Region Director Chair

**January**

* Submits recommendation for Chair of Nominating Committee to President and state office to be placed on the January Board Meeting Agenda for approval
* Begins working on FSNA Leadership Training

**February**

* Attends FSNA LAC
* Continues working on FSNA Leadership Training with state office
* Selects committee chairs and presents to Board for approval
* Recruits members to fill committee and advisory board positions

**March**

* Judge Chapter President’s Award submissions (President also does this)
* Attends the FSNA Legislative Action Caucus in Tallahassee
* Attends the SNA Legislative Action Conference in Washington, D.C. (may be April/May)
* Continues working on FSNA Leadership Training with state office
* Continues recruitment for committee appointments

**April/May**

* Attend SNA LAC
* Attend SNA Leadership Conference as Incoming President, including pre-conference sessions
* Begins working on Plan of Action for coming year, including State Initiatives (started at Leadership Conference)
* Work with staff on Leadership Training agendas and sessions, including Board Orientation
* Submits names of committee members and advisory board members to the Board for approval

**June/July**

* Attend FSNA Leadership Training (second week of June)
* Presides at FSNA Leadership Training in June and presents the State Plan including local chapter Initiatives
* June 1: Deadline for “Message from the President-Elect” column for Summer FSNA magazine
* Work with Executive Director on August Board meeting agenda
* Participates in the Budget workshops for FSNA and Foundation budgets
* Attends the SNA Annual National Conference – serves as the FL Delegate

**THINGS THE FSNA INCOMING PRESIDENT NEEDS TO DO!**

**As President-Elect, over the course of the year, you need to:**

1. Start thinking about what your “LOGO” will be.
2. Make notes at each FOUNDATION BOARD meeting, because you will be giving a report of this meeting to the Board.
3. You will be the CHAIR of the House of Delegates. You need to be in the room at least 30 minutes prior to the start time, to check out the microphones, last minute notes, etc.
4. During this year, you should be writing a speech for your installation.
5. Attend SNA Leadership Conference. This is where you will learn about your responsibilities as President and about creating the State Plan of Action. Consider what you would like some of your “INITIATIVES” to be, and how will they be attained.
6. Before the end of your year as President-Elect, you will need to try to fill as many committee vacancies as possible. You will be given LOOKING FOR LEADERS forms to use for filling the committee vacancies. Each committee should be represented by all Regions. You will need to ask someone to be the “CHAIR”. This person should be in their 2nd or 3rd year on the committee.
7. Familiarize yourself with the other Board positions.
8. You will need to be at **ALL** the general sessions 15-20 minutes early. This gives you time to check out the sound system, etc.
9. You will need to attend all networking and special events associated with the Conference for that year.