

## **Charges for the President-Elect, 2025-2026**

1. Shall schedule the mid-year Board meeting, with consultation from the Board. This shall include the selection and contracting for lodging and meeting sites, if needed.
2. Shall work with President to finalize agenda for New Board meeting.
3. Shall represent the President at any meeting or other function as needed.
4. Shall work with the CCP Chair and Board to maintain the Chapter Services Handbook.
5. Shall solicit from the Regional Directors, at least four (4) months prior to the National training conference, names of members from their respective regions willing to serve as national committee chairs.
6. Shall notify the President of any outgoing Board members for the year.
7. Shall work with the Constitution & Bylaws Chair to ensure that charges to the Board, appointed Directors, and Committee Chairs are consistent with, and will facilitate achieving, NADE's long range goals.
8. Shall report to the mid-year Board meeting and the annual General Membership meeting, summarizing in a 1-page executive summary highlights for reading at the General Membership meeting.
9. Shall mentor their successor in this role.
10. Shall send copies of all correspondence to the NADE President.
11. When the term of office ends, shall image all appropriate records, and submit those records that have not previously been submitted to the NADE Secretary.