

**SOUTH DAKOTA ORGANIZATION OF NURSE EXECUTIVES (SDONE)
PRESIDENT-ELECT/PAST PRESIDENT
JOB DESCRIPTION**

Qualifications and Terms:

The President-Elect shall be elected from the SDONE membership. The term served shall be a one-year term. The President-Elect will assume President Responsibilities after the current President's term is expired. The President-Elect shall be a member of the Executive Board and shall attend all Executive Board Meetings. The Past President shall serve a one-year term.

The President-Elect/Past President serves as the Chair of the Nominations Committee.

Goal:

To assure continued leadership of the organization in the event the President is unable to perform the duties as SDONE President.

Duties and Responsibilities:

1. Responsible for purchasing and presenting a plaque to the outgoing President at the Fall Convention.
2. Acts as the Parliamentarian at all business meetings.
3. Performs and assumes duties in President's absence.
4. As the Nominations Chairperson, solicits for and prepares a slate of candidates for outgoing positions according to by-laws.
5. Submits a list of candidates, along with a short biography (if provided), to the Executive Board for approval at the summer meeting. The names of the outgoing positions will also be shared at this time.
7. The election process will be followed as outlined in the by-laws

Reviewed: September 1989, September 1995, January 2002, June 2003

Revised: March 1992, February 1993, September 1996, July 1997, April 2000, September 2012