

TEDA President-Elect Time Line

Flex Dates / Ongoing Items

Collaboration with TEDA President:

Encourage, support, collaborate and discuss items with the TEDA President.
Collaborate with the President regarding publicity and strengthening TEDA membership.

Standing Committee/Liaison Reports:

Be familiar with proceedings and reports of the TEDA standing committees (prior to each Board meeting as designated by the Board).

Leadership Training:

Coordinate the implementation of Leadership Training for local chapter officers as designated by the Board. (See Leadership Training Guidance document.)

July (At End of Term as President-Elect In Preparation for Upcoming Term as President)

Work with the current President to prepare the agenda for the first “new/incoming” Board meeting, to take place in conjunction with the last meeting of the outgoing Board.

Work with the current President to prepare the proposed schedule of Board meetings for the upcoming term (Face to Face = F2F). (Include July meeting at end of the TEDA fiscal year).

Confirm proposed schedule of Board meetings for the upcoming term with the “new” Board at the “first” Board meeting (July).

Choose and confirm with the individuals you will propose as committee Chairpersons/Liaisons(per Standing Rules) that they are willing and able to serve in the upcoming year.

Present the proposed list of Committee Chairpersons/Liaisons (per Standing Rules) at the first Board meeting of the “new” Board for the upcoming year to obtain Board approval.

Work with the current President and Treasurer to review the current budget and prepare the proposed budget for the upcoming year.

Present the proposed budget for the upcoming year at the first Board meeting of the “new/incoming” Board for the upcoming year to obtain Board approval.

Work with the current President to prepare for and ensure that incoming Board members receive pertinent information/materials, timelines, electronic files, and documents from outgoing Board members.

Work with the current President to review any current contracts/agreements in preparation for any updates/renewals that require Board approval and appropriate signature(s).

Provide electronic copy of updated officer timeline to Organizational Affairs Chairperson.

Become familiar with online meeting use/procedures.
Prepare “President’s Letter and greetings” for *DiaLog* (fall issue)
Preside at the first Board meeting of the “new/incoming” Board (July).

Note: All correspondence may be electronically completed.