

## **TSGNA PRESIDENT-ELECT'S COMMISSION**

1. Term in office one year; elected by TSGNA Membership.
2. As needed, serve as resource person to Committee Chairpersons, Division Officers and other TSGNA Volunteers and Members.
3. Perform such duties as may be delegated by the President.
4. Perform the duties of the President in his / her absence.
5. Automatically rotate to the office of the President after term has been served.
6. Serve as TSGNA *By-Laws Committee* Chairperson (refer to the TSGNA *By-Laws Committee* Commission).
7. Serve as TSGNA *Strategic Planning Committee* Chairperson (refer to the TSGNA *Strategic Planning Committee* Commission).
8. Begin making plans, and set goals for the following year:
  - Select Committee Chairpersons, adhering to guidelines in the TSGNA By-Laws regarding eligibility. (*By-Laws Committee* Chairperson, *Strategic Planning Committee* Chairperson, *Budget and Finance Committee* Chairperson, *Policy Committee* Chairperson and *Nominations / Elections Committee* Chairperson are automatically designated.)
  - Present proposed list of Committee Chairpersons to the Board of Directors for approval at their meeting prior to the TSGNA Annual Business Meeting. These Chairpersons will assume their duties at the end of the TSGNA Annual Business Meeting.
9. Submit written reports to the TSGNA President, Board of Directors and others, as follows (these reports can be combined with the reports from the *By-Laws and Strategic Planning Committees*):
  - A report, outlining the goals for the year, should be submitted to the Board of Directors by December 1

- A report summarizing progress and activities to the Board of Directors by April 1

- A report summarizing progress and activities to the Board of Directors by September 1

- Agenda items and a year-end report summarizing progress (especially achievement of defined goals) and activities to the President one month prior to the TSGNA Annual Meeting, sending the requested number of copies of the report to the Program Chairperson for inclusion in the syllabus for the TSGNA Annual Meeting.

- Agenda items for other Board Meetings must also be submitted to the President one month prior to the meeting.

- Reports as requested for the *TSGNA Newsletter*.

- Other reports as requested.

10. Submit names of potential, future TSGNA leaders to the Board of Directors.
11. Annually, attend a minimum of three (3) Board of Directors Meeting and the *TSGNA Annual Meeting and Educational Course*. Should an emergency prevent attendance at a Board of Directors Meeting, the President should be notified.