

President-Elect's Quick Start Guide & Pointers



Important Dates:

Monthly	Attend each Business Resource, Executive Board, and Governing Board meeting.
March 31	Spring dues deadline for reporting members to Women's Council National so members can remain in "Active Status."
August 15	Annual Network Elections to be completed.
August 31	Fall dues deadline for reporting members to Women's Council National for Network compliance.
November 1	Deadline to report newly elected officers to National via local network reporting form.
November 30	Annual Network Planning meeting to have been completed.
December 31	Update Network Microsite, Facebook and Marketing with current year Leadership and Information
December 31	Network Installation of new Governing Board to have been completed.

President Elect Duties:

- In the absence of the President, the President Elect will preside at all meetings and perform the necessary duties of this office. President Elect automatically succeeds to the Presidency the following year.
- Succeed to the Presidency in the event of the death, disability, removal from office or resignation of the President.
- Is a signatory on all Network bank accounts.
- Attend your Local and State Orientation meetings each Fall.
- Attend all Executive meetings, Governing Board meetings, Business Resource meetings, Network events, and project team meetings, if assigned as liaison to said project team meetings.
- Attend the Winter, Spring and Fall State meetings and as many National meetings as possible and/as budgeted.
- Attend the Local Network business planning retreat.
- Serve as a voting delegate at the Women's Council State and/ or Women's Council National Committees.
- Attend the Leadership Academy in Chicago in August.
- Attend educational sessions when traveling or for online Network business and report back to the membership through various communication avenues. Also, share what you learned at your next Network event verbally or in a written testimonial.
- Act as a Project Team Liaison to Bylaws, Education & Programs, Awards and Recognition and Installation Project Teams and/or others assigned by the President or Governing Board.
- Coordinate meeting arrangements and perform any other duties as assigned by the President.



- Upload all permanent documents into an online storage database (Dropbox, Google Docs, etc.) as directed by the President
- Send Organization Chart, Announcement of Topics & Standing Rules to Women's Council California President Elect by January 15th.
- Ensure monthly programs surveys are issued and collected at each Network Event.

Resources:

Women's Council California website	www.wcrca.org
Women's Council National website	www.wcr.org
Women's Council National, Facebook	www.facebook.com/wcrfans
Women's Council California, Facebook	www.facebook.com/wcrca
Quarterly Newsletters	Electronic communications from Women's Council, California and National
Network Bylaws	President to always have an updated copy available for reference
Resource Guide	LPPM: Leadership Policy and Procedure Manual. Women's Council officers can download a copy from wcr.org
Network Standing Rules	All officers can obtain from President or from shared online storage (Dropbox, Google Docs, etc.)