

## Position Description

### MADHVS/President Elect - Education Chair

Shall assist the president in coordinating the activities of the association.

Shall assume the duties of the President in the President's absence. In the event the President cannot complete term, shall serve as President for the remainder of the term without jeopardy under Article VIII, Section 1.

Shall appoint no less than four (4) and no more than nine (9) additional members to the Education Committee and shall serve as Chair.

Shall prepare, annually by October 1, a calendar of educational programs for the year based on decisions of the committee and shall send a copy of the planned programs, with dates, places and speakers when possible, to the Board of Directors for endorsement.

After endorsement by Board of Directors shall send copy of the year's program to the Membership Chair. Shall notify the general membership of arrangements for all regularly scheduled meetings at the first fall meeting or as soon as possible thereafter.

Shall send meeting notices to the general membership one month in advance for each of the four regularly scheduled meetings.

Shall introduce the speakers at all regular meetings and send thank-you letters to the speakers subsequently.

Shall perform other duties as requested by the President.

Shall submit a written report to the President at the annual meeting.

Shall submit a set of records to successor at the annual meeting and be available to orient successor.

3/18/04