	Association of Oncology Social Work **Operations Manual – Job Description**	Date Approved	11/89; 4/06; 6/21
		Dates Revised	7/90; 12/94; 8/25; 5/96; 12/03; 4/06; 2/08; 10/08; 10/11; 3/14; 6/17; 6/24
	President-Elect	Dates Reviewed	7/90; 5/96; 5/98; 2/08; 3/14 6/17; 5/21; 6/24

I. JOB SUMMARY

The President-Elect is elected by the membership and stands ready to assume the duties of the President. The President-Elect is a one-year term, followed by a one-year term as President and a one-year term as Past President. The President-Elect serves on the Executive Committee and attends all Board meetings. The President-Elect, in collaboration with the President and Executive Committee, will develop public statements and announcements as authorized by the Board of Directors. The President -Elect also serves as the Chair of the Awards Committee .The President-Elect will assume other roles and responsibilities as requested by the President.

II. DUTIES AND RESPONSIBILITIES

- **A.** Attends all Board meetings (including Board calls) and the annual conference.
- **B.** Serves on the Executive Committee.
- **C.** Acts as a consultant to the Board and to the AOSW Executive Director and staff regarding communications, public statements and announcements.
- **D.** Assists the President as needed in all operational aspects of AOSW.
- **E.** Chairs the Awards Committee that is responsible for the awards and scholarships detailed in the Awards Committee policy
- **F.** Identifies ACS Quality of Life recipient at Fall board meeting prior to assuming role of President, detailed in the ACS Agreement.
- **G.** Orient the successor President-Elect to policies and procedures for and provides mentorship to the elected individual.
- **H.** The President-Elect shall act in the President's role or assume office as President (whichever status is appropriate) in either a temporary or permanent absence/ability to serve of the President.
- **I.** Review job description prior to end of term.

III. QUALIFICATIONS

- **A.** Active membership in AOSW.
- **B.** Must have served as an elected member of AOSW Board or as an appointed chairperson of a standing committee.
- **C.** Must be able to attend AOSW conference every year of term of office, extenuating circumstances will be considered.
- **D.** Must adhere to the NASW Code of Ethics