* 1. **PRESIDENT-ELECT DUTIES AND RESPONSIBILITIES**
     1. Assists the President in all matters
     2. Has access and passwords to all Network accounts.
     3. Adds name to ENT Account.
     4. Signs checks, as required.
     5. Required to attend the two National events/conferences and Leadership Training in Chicago.
     6. Responsible for obtaining Strategic Partners.
     7. Responsible for receiving all Strategic Partner Logos, current headshots, and contact information, including birthdays.
     8. Responsible for updating Strategic Partners’ membership status in Wild Apricot under the Member Tab.
     9. Posts Strategic Partner events to our calendar in Wild Apricot; Gold= 4 quarterly; Silver=3 quarterly; and Bronze=2 quarterly; as provided.
     10. Purchases the newly elected Officer pins and name badges, at Network expense.
     11. Selects an installing officer for the purpose of swearing in newly elected officers.
     12. Coordinates w/President to make necessary arrangements for Installation of Incoming Officers.
     13. Appoints all committee chairs (except Nominating Committee) for the year they serve as President.
     14. Responsible for recognizing the outgoing President with a gift not to exceed $100.00. This gift will be presented in an appropriate manner at the last meeting of their term.
     15. Responsible for coordinating with the Ways and Means Project Lead for Welcoming and Thanking our Strategic Partners on FB and posting FB Business Promotion Ads as required per their membership.
     16. Uploads pertinent President-Elect files by year (historical purposes) to: Wild Apricot/website/Files/ 03\_President-Elect/year
     17. Ensures all duties and responsibilities are documented correctly in a separate file and handed off to the Incoming President-Elect.