



PRESIDENT-ELECT Job Description

The President-Elect of the Oklahoma Chapter of the Association of Fundraising Professionals (AFP) shall in all cases act as the president in the latter's absence or incapacity, and shall have such powers and perform such other duties as may be assigned by the president or board of directors.

Specifically, the President-Elect shall:

- Attend all chapter board meetings and participate in chapter activities.
- Receive direction from, and render assistance to, the president as needed.
- Act in the president's absence, presiding over all meetings of the board of directors and general membership, as needed.
- Act as liaison with various committees and committee chairs to provide support to their activities as needed.
- Assist the President in managing the Strategic Plan.
- Attend, if possible, the AFP International Conference and, if necessary, serve as a chapter representative at the business meeting.
- Serve as one of the chapter national assembly delegates.
- Be an AFP member in good standing.
- Transfer to successor all records upon resignation of office;
- Make a personal financial commitment to the AFP Foundation through the Every Member Campaign.
- Other duties as assigned.