

Job Description: President-Elect

As excerpted from the NAADAC Policies and Procedures

Section B

1. **PURPOSE:** To provide an international identity and to facilitate communication between the Affiliates and the Association. To communicate the vision, mission, goals, objectives, strategic plan, and current events of NAADAC.
2. **REPORT TO:** President
3. **QUALIFICATIONS:**
 - a. Current member in good standing of NAADAC (Active Membership).
 - b. Must have been actively engaged in the addiction profession for the past two years.
 - c. Must have two years of Board of Directors experience on either the NAADAC Board of Directors or a NAADAC Affiliate Board, **and** chaired a NAADAC committee, or served as a Commissioner on the NAADAC Certification Commission.
4. **DUTIES:**
 - a. Perform all duties incumbent upon the President during the absence or disability of the President.
 - b. Prepare for his or her succeeding term as President.
 - c. Perform such other duties as the Board of Directors and the President may, from time to time, designate.
 - d. Attend all of the Executive Committee and full Board of Directors meetings and conferences or electronic communication of NAADAC.
 - e. Serve on committees of NAADAC as requested by the President.
 - f. The President-Elect will, either directly or through the Regional Vice Presidents, offer advice and counsel to Affiliates or where no Affiliate exists, offer advice and counsel NAADAC membership in the area.
 - g. Assist Affiliated independent chapters to organize into associations and facilitate the chartering of associations and local chapters.

TIME COMMITMENT FOR EXECUTIVE COMMITTEE MEMBERS:

- a. Serve a two (2) year term, not to exceed two consecutive terms.
- b. Attend the NAADAC mid-year Executive Committee meeting (may include planning retreat) (3 days)
- c. Attend the NAADAC Annual Conference (up to 6 days)
- d. Be available for monthly conference calls with the Executive Committee.
- e. Attend Affiliate conference/meetings in region when invited.
- f. Attend other meetings conference calls, or electronic meetings as required by the President.