

**President-Elect Job Description**  
*From the NAADAC Policies and Procedures*

1. PURPOSE: To provide a national identity and to facilitate communication between the state affiliates and the Association.
2. REPORTS TO: President
3. QUALIFICATIONS:
  - a. Current member in good standing of NAADAC
  - b. Must have been actively engaged in the counseling profession for the two years.
  - c. Must hold either a state and/or national certification in addiction counseling of a related profession.
  - d. Must have two years of Board of Directors experience on either the NAADAC Board of Directors or a NAADAC affiliate board, chaired a national 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 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 state affiliates and to directors serving from states where no state affiliate exists.
  - g. Assist affiliated independent chapters to organize into state associations and facilitate the chartering of state 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 Planning Retreat (3 days)
- c. Attend the NAADAC Annual Conference (5 days)
- d. Be available for monthly conference calls with the Executive Committee
- e. Attend state conference/meetings in region when invited.