

ABOS Vice-President/President Elect, President, and Past President

ABOS President is elected for a three year term of office.

1st year – Vice President

2nd year – President

3rd year – Past President

Position Overview:

- Serves as a member of the ABOS Board of Directors.
- Attends monthly ABOS board meetings via conference call as scheduled by the president.
- Attends any Board meetings and membership meetings that may be held at the ABOS annual conference.
- Serves on both the Finance Committee and the Long Range Planning Committee.
- Receives complimentary registration to the annual ABOS conference plus a \$300.00 travel reimbursement (*subject to change*).

Vice-Presidential duties:

- Plans the forthcoming annual conference:
 - Sends out solicitations for program submissions.
 - Reviews the submissions.
 - Selects the programs.
 - Notifies presenters of the acceptance/rejection of his/her submission.
 - Sends out the presenter confirmation form, and compiles the information received.
 - Schedules the selected programs into the time-frame of the conference.
- Serves on the Conference Planning Committee (may be appointed to chair the Subcommittee on Programming).
- Works closely with the President and provide support and encouragement.
- Monitors the ABOS Vice-President Gmail account.
- Other duties as assigned.
- Commits an average of 5 hours per week to ABOS business.

Presidential duties:

- Schedules and presides over meetings of the Board of Directors.
- Appoints all committee chairpersons.
- Serves as a non-voting member of all committees.
- Advances the cause of ABOS by scheduling new business as needed.
- Presides over the Annual Conference that is scheduled during the year of his/her presidency.
 - Delegates tasks to members of the ABOS Board of Directors, ABOS members, and committees and subcommittees.
 - Asks members, committees and subcommittees to report on assigned tasks.
 - Communicates with conference venue liaison.

- Recommends future conference sites based on past locations and current member input.
- Monitors the ABOS President Gmail account.
- Other duties as necessary to ensure the success of ABOS.
- Commits a minimum of 5 hours per week to ABOS business.

Past Presidential duties:

- Attends monthly ABOS board meetings via conference call.
- Attends any Board meetings and membership meetings that may be held at the ABOS annual conference.
- Provides advice and institutional memory to the current President and Vice-President/President Elect.

Prepared by M Buckner 9/18/12