



Position Identification

Position Title: President-Elect
Type of Position: Elected
Effective Date: upon Annual Summit close
Term Length: 1 Year

Responsibility of Individual Board Member

- Participate in Board Meetings /Run Board meetings in absence of President
- Vote on issues affecting the Association, as a member of the CTA Executive Committee
- Participate in Planning Sessions for Summit
- Manage the Call for Presentation and Technology Showcase processes
- Create and present the draft Summit schedule for workshop sessions and the technology showcase for Board approval
- Manage the Summit schedule for workshop sessions and the technology showcase, once finalized and approved by the Board
- Communicate Board approval to workshop and technology showcase presenters
- Identify, recruit and manage track chairs
- Organize, coordinate and mentor track chairs as they complete their duties to conduct workshop sessions and webinars
- Assist in the decision-making process of the overall Summit schedule, layout, vendor placement and venue.
- Provide statistics on workshop session and webinar attendance
- Create/participate in special subgroups as assigned to achieve specific goals
- Assist with any other duties that enhance the association's mission

Position Description

The President-Elect will work alongside the President to achieve association goals. The position shall serve as an Executive Committee member of the Association, and perform duties as outlined in the By-laws. The position shall serve as President in the temporary absence of the President, and will automatically assume the presidency of the Association at the annual election of officers, after serving a term in the President-Elect role.

Duties and Responsibilities

- Manage the Call for Presentation and Technology Showcase processes
- Create and present the draft Summit schedule for workshop sessions and the technology showcase for Board approval
- Manage the Summit schedule for workshop sessions and the technology showcase, once finalized and approved by the Board
- Communicate Board approval to workshop and technology showcase presenters
- Identify, recruit and manage track chairs
- Organize, coordinate and mentor track chairs as they complete their duties to conduct workshop sessions and webinars
- Shadow the President and assist with duties as necessary to ensure seamless transition from President-Elect role to President
- Attend vendor-partner meetings
- Provide statistics on workshop session and webinar attendance

Additional Responsibilities

- Know the Association Mission, Vision and Values
- Know the Association Bi-Laws
- Participate in Board Meetings /Run Board meetings in absence of President
- Participate in Planning Sessions for Summit
- Assist in the decision-making process of the overall Summit location, schedule, layout, vendor placement and venue
- Vote on issues affecting the Association, as a member of the CTA Executive Committee
- Create/participate in special subgroups as assigned to achieve specific goals
- Assist with any other duties that enhance the association's mission

Member Qualifications

Candidates for this office must be a senior IT decision maker for their respective agency.