

**Position Description 02.00**

**PRESIDENT-ELECT**

The President-elect is governed by the Director Position Description in addition to the following.

**QUALIFICATIONS**

1. Served previously as a Board member with ISPD or similar organization

**RESPONSIBILITIES**

1. Serve as second highest ranking executive officer of ISPD
2. Assist the President in the performance of duties
3. In the absence of the President, assume the role of the President, as necessary
4. Begin financial and program planning for International Conference to take place during Presidential term

**APPROXIMATE TIME COMMITMENT:**

- 4 hours per quarter to prepare for and participate in Board of Directors teleconferences
- 1 hour as needed to prepare for and participate in SIG/Standing Committee teleconferences
- 3 hours per month for fundraising and personal communications to support ISPD
- 5 days to attend the International Conference, including participation in a meeting of the Board of Directors and other peripheral meetings and conference activities

Adopted by the ISPD Board of Directors

Date: 10 July 2010