

President-Elect's Quick Start Guide & Pointers

Important Dates/Deadlines

Monthly	Attend each Network Event and Governing Board Meeting
Quarterly	Hold New Member Orientations Financial Check Ups
July/August	Network President Elect attends Network 360 in Chicago
August 15	Annual Network Elections completed
October 1	Deadline to submit Network Certification Report to National
October 30	Annual Network Business Planning completed
November 1	Deadline to report newly elected officers to National via Local Network Reporting Form
December 31	Network Installation of New Governing Board to have been completed
March 31	National deadline to renew members for current year
April 15	Deadline for State and National Taxes

President-Elect's Duties

- In the absence of the President, the President Elect will preside at all meetings and perform the necessary duties of this office. President Elect automatically succeeds to the Presidency the following year.
- Succeed to the Presidency in the event of the death, disability, removal from office or resignation of the President.
- Is a signatory on all Network bank accounts.
- Attend all Governing Board meetings, Network events, and project team meetings, if assigned as liaison to said project team meetings.
- Attend the Winter, Spring and Fall State meetings, any State position specific trainings in person or via Zoom and as many National meetings as possible and/as budgeted.
- Attend the Local Network Business Planning Workshop.
- Serve as a voting delegate at the Women's Council State and/ or Women's Council National Committees.
- Attend Network 360 in Chicago in July/August.
- Attend educational sessions when traveling or for online Network business and report back to the membership through various communication avenues. Also, share what you learned at your next Network event verbally or in a written testimonial.
- Act as a Project Team Liaison to Bylaws, Education & Programs, Awards and Recognition and Installation Project Teams and/or others assigned by the President or Governing Board.

- Coordinate meeting arrangements and perform any other duties as assigned by the President.
- Assist as needed to ensure First Vice President uploads all permanent documents into an online storage database (Dropbox, Google Docs, etc.) as directed by the President.
- Read the Roadmap for Network Leadership emails from National.
- Work closely with the Network President to ensure a smooth transition to next year.
- Ensure surveys are issued and collected at each Network Industry or educational Event.

Resources

Women's Council California website	www.wcrca.org
Women's Council National website	www.wcr.org
Women's Council National, Facebook	www.facebook.com/wcrfans
Women's Council California, Facebook	www.facebook.com/wcrca
Roadmap for Network Leadership, Council Corner and State Newsletters	Electronic communications from Women's Council, California and National
Network Bylaws	President to always have an updated copy available for reference
Network Standing Rules	All officers can obtain from President or from shared online storage (Dropbox, Google Docs, etc.)