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**ACLP PRESIDENT-ELECT POSITION DESCRIPTION**

The President Elect is a key member of the President’s team and as such serves as a member of the Board of Directors and Executive Committee and assists the President in the performance of duties.

**Roles, Responsibilities, and Authorities:**

1. Serve as a member of the Board and Executive Committee.
2. Serve as an appointed member, ex-officio member or officer, or Board liaison with oversight of association committees, task forces, working groups, and meetings as assigned by the President.
3. Serve as the official representative of ACLP at meetings as assigned by the President.
4. Perform other duties and responsibilities as assigned by the Board or the President.
5. Actively supports and participates in the programs and activities of ACLP.
6. Work to increase member/leader involvement in association activities.
7. Maintain contact with other Board members and reports association developments to the President.
8. Assist the President in all duties, and generally becomes acquainted with the duties of the President.
9. Assist the President and strengthen leadership skills in preparation for assuming the presidential role.
10. With the President, help ensure compliance with Board policies and procedures and all relevant legal and ethical standards, including policies and standards governing corporate relationships.
11. Assist the President in the execution of duties.
12. Act as a representative or spokesperson for ACLP at the President’s request.
13. Proactively strengthen professional networks and leadership skills in preparation for assuming the office of President.
14. Consult with the outgoing President about the appointment of incoming committee chairs and members, according to leadership development and succession planning procedures.
15. Upon request, participate as a voting member of the Executive Committee.
16. Perform the duties of the President in the President’s absence or incapacity.
17. Complete the Presidential term in the event of a vacancy.
18. Perform other duties as directed by the Board or the President.
19. Possess abilities as described in President’s role for successful succession.
20. Maintain active ACLP membership in good standing.
21. Maintain active Certified Child Life Specialist (CCLS) credential.
22. Hold an employed position practicing or teaching in the child life profession or using child life training and skills in a community-based role at time of nomination.
23. Reporting
	1. Term of Office: One year
	2. Method of Appointment: Elected by membership.
	3. Accountability: Reports to the Board of Directors.