

SOCIETY FOR ADOLESCENT HEALTH AND MEDICINE (SAHM)

PRESIDENT ELECT

Appointment: The President Elect is elected by the SAHM membership and shall serve as a voting member of the Board of Directors and the Executive Committee for a one-year term without renewal.

Skills and Qualifications: The President Elect shall have: (1) SAHM membership in good standing; (2) previous leadership experience in SAHM (e.g., service on a standing committee, Board of Directors, or Special Interest Group); (3) expertise in the fields of adolescent health and/or medicine; and (4) excellent communication skills, including the ability to effectively communicate with the SAHM membership and Committee Chairs, Board of Directors, Executive Director, and other administrative staff.

Role and Responsibilities: The President Elect shall: (1) succeed to the Presidency at the conclusion of a one-year term as President Elect; (2) become familiar with the role and responsibilities of the SAHM Presidency and provide back up to the President as needed; (3) assume Presidential duties in the absence of or incapacity of the President including serving as President during the remainder of the term should the Office of the President become vacant; (4) assist the President in promoting the mission and policies of SAHM; (5) assist with fundraising efforts for SAHM; (6) participate in monthly Executive Committee teleconferences, quarterly Board teleconferences, annual in-person Board meetings, and other meetings as deemed necessary or appropriate; (7) maintain a close working relationship with the President Executive Director and Administrative Staff for continuity of goals, objectives, and policies of SAHM to ensure a smooth transition between Presidencies; and (8) have responsibility for SAHM's committee appointments, including: (a) reviewing current committee rosters and identifying outgoing committee chairs and members; (b) reaching out to committee Chairs to seek recommendations on members ending their first term, and suggesting new members; (c) working with administrative staff to send out a "Call For Volunteers" announcement to SAHM membership to fill committee vacancies; and (d) reviewing committee chair recommendations and list of interested volunteers and provide recommendations on all committee appointments to SAHM's President for final approval.

*Please note: An inconsistency between SAHM's current bylaws and the above job description for the President-Elect has been discovered. The incorrectly noted role and responsibility is as follows: **"(3) assume Presidential duties in the absence of or incapacity of the President including serving as President during the remainder of the term should the Office of the President become vacant"**. SAHM's current bylaws states that "the Immediate Past-President shall serve as Acting President for any period that the President may be unable to carry out duties of the office". The needed revision of the President-Elect job description will be addressed at the next scheduled Board of Directors meeting and an updated description will be posted soon after.*