

# President-Elect

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Duties listed in the WSDHA Bylaws The President-Elect shall:

- Have a working knowledge of computers, the internet, social media and familiarize oneself with internet tools used for Association business such as, but not limited to, Dropbox and Constant Contact
- Have the powers of and perform the duties of the President during any absence or disability of the President
- Have such other powers and duties as may be determined by the BOT or the President.
- Become knowledgeable in other officer and chair duties and assist as necessary
- Familiarize self with the Presidential duties and work closely with the WSDHA President
- Serve a term of one year and succeed to the Office of President
- Work with Vice-President on Continuing Education Speaker contracts
- Work with Vice-President on Corporate sponsorship contracts
- Serve on the Executive review committee

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## Meetings

- Attend All General Membership meetings
- Attend the MDHA Annual House of Delegates as an Alternate Delegate, or Delegate if applicable

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## Reports

In addition to those reports under General Procedures,

- Prepare a report for the BOT of any liaison activities.
- Assist the President in writing all quarterly reports for MDHA
- Copy the President on all correspondence including e-mails