
SUBJECT: DUTIES & RESPONSIBILITIES OF THE PRESIDENT-ELECT

The President-Elect shall succeed to the office of President upon January 1 of the year for which they were elected or upon a vacancy in the office of President; and perform other duties as directed by the President.

More specifically, these duties include, but are not limited to:

- a) Late December/early January – Responsible to complete and place an order for the President’s plaque for the outgoing President, to be awarded at the Breakfast Meeting in January. The plaque is ordered from Gold Star Trophies and Signs, 6220 Florida Boulevard, Baton Rouge, LA 70806. See attached sample fax order.
- b) Chair the Program Committee by coordinating the business and general meetings.
 1. The business meetings will consist of 2 meetings each year, 1 in January, in which installation of new officers take place, and 1 in October/ November in which nominations are confirmed.
 2. The general meetings will consist of 2 meetings throughout the year in which speakers are invited to present relative and interesting topics to the general membership. Normally held in April and July, however may vary.
 3. Take notes in order to write and submit an article about the meeting speaker and main ideas to the Newsletter Chair.
- c) Preside over the monthly Board meetings, the general membership and business meetings, and the Annual Conference in the absence of the President.
- d) Represent the LSCPM as a delegate to the AACPM Annual Conference.

Term Limit. The term of office of the President-Elect is one year, but election to the position of President-Elect begins a six-year commitment. Three years will be spent on the Board of Directors, first as President-Elect, then as President, and finally as Past President. For the following three years, as a Past President, they will serve as a member of the House of Delegates.

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LOUISIANA SOCIETY OF CERTIFIED PUBLIC MANAGERS

P.O. OX 44021

BATON ROUGE, LOUISIANA 70804

FACSIMILE TRANSMISSION

**TO: Delores
Gold Star Trophies
6220 Florida Blvd, BR**

Phone: 928-0206

FAX: 928-0602

DATE: January 9, 2002

**FROM: Jodi Miller
Phone (225)765-0126
Fax (225) 765-2559**

**RE: Louisiana Society of Certified Public Managers
Plaque Order**

Needed by January 15, 2002. Please call if you have any questions.

Thanks, Jodi

Please complete the following order for Outstanding Service as President for 2001, to be presented to:

Beth Roberts, P.E., CPM

It's a rectangle plaque with the LSCPM logo in a medallion on the right side and a gavel on the left. It is a brushed brass plate with filigree on the corners and backed by a black plate. **(Same wording as Hugh Eley's Presidential plaque from 2000, just replace it with Beth's name and credentials and change the year to 2001).** Thanks.

Attachment 1 –Calendar of Events

November

- Plan and schedule the January Breakfast Meeting. This meeting is a working

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meeting where the organization installs the new officers and brainstorms ideas for the coming year. It has been held at Frank’s Restaurant in the past. The meeting begins at 7 am.

- Order plaque for outgoing President.
- Send the cost information and the menu to the newsletter

December

- Monthly Board Meeting
- Submit all necessary forms, papers, SOP, etc. to the incoming President-Elect.

January

- January Breakfast Meeting
- Collect the brainstorming ideas and use them for an article for the newsletter.

February

- Begin planning for the April Quarterly Meeting. Get Speaker. Discuss choices with Board.
- Monthly Board Meeting

March

- Monthly Board Meeting

April

- Monthly Board Meeting
- Quarterly Meeting

May

- Monthly Board Meeting
- Begin Planning for July Quarterly Meeting, get a speaker

June

- Monthly Board Meeting
- Planning for July Quarterly Meeting

July

- Monthly Board Meeting
- Quarterly Meeting

August

- Monthly Board Meeting

September

- Monthly Board Meeting

October

- Monthly Board Meeting
- Annual Conference