

**Position: PRESIDENT ELECT**  
**Status: EXECUTIVE COMMITTEE**

**Term of Service: One year prior to serving a Presidential Term of 2 years**

### Scope of the Role

According to the By Laws of the Society, the President-elect shall succeed the President. If, for any reason, the President cannot serve out a term, the President-elect shall fulfill the unexpired term and continue through his/her own term. Further, the Standing Rules specify that the President-Elect presides when the President is absent. The President-Elect is a member of the Executive Committee and has a vote on the Board. According to the presidential sequence adopted by SIETAR USA, there shall not be a President Elect and Immediate Past President in the same year. In the years when there is no Immediate Past President, the President-Elect shall chair the Nominations and Elections Committee and shall carry out such projects as required by the President and Board.

In preparation for their term of office as president, it is important for the President Elect to attend all Board meetings, review the minutes from said meetings, become familiar with the By Laws and Standing Rules, and learn the scope and roles of the 7 Portfolios. It is incumbent on the President Elect to become knowledgeable regarding the financial status of the Society and be prepared as President to work with the Treasurer to maintain sound fiscal health.

Further the President Elect needs to become aware of the activities of the Society such as the webinar series, *The Interculturalist: A Periodical of SIETAR USA*, and the annual conference in order to support these activities as President. The year of preparation can be used to determine new initiatives or innovations in society processes and activities to be ready to put them in place as early as possible in their term of office.

The President Elect needs to establish a working relationship with the Administrative Officer to enable them to work as a team right from the beginning.

### Main Responsibilities & Objectives

- Maintains policies of the Society as specified in the By Laws and Standing Rules.
- Actively supports Presidential initiatives as requested.
- Carries out tasks and projects as needed and as assigned by the President and Board.

- Provides support for Portfolio Directors and Committees when asked and with approval of the President.
- Chairs the Nominations and Elections Committee in coordination with the Leadership Development Director, which includes:
  1. Coordinates the annual Call for Nominations and Election process. Serves as co-chair or chair of the Nominations and Elections Committee.
  2. Edits the annual Call for Nominations announcement as needed and coordinates with the Communications Portfolio Director to disseminate information to the membership via the monthly newsletter, website, and social media platforms.
  3. Provides assistance for the Leadership Development Director to ensure that all Position Descriptions are updated and ready for the Call for Nominations.
- Reports at the monthly Board meetings and uses the platforms in current use for discussions and information throughout the month.
- All Board members must sign and abide by the Board Code of Ethics and Conflict of Interest documents. As all members of the society, they are encouraged to support and sign the Living Code of Ethics.

### Time Commitment

- **Term of service:** 1 year
- **Average time needed to complete work:** 10-15 hours per month
- **Peak periods of work will occur in:** Months leading up to the annual Board of Directors nomination and election process.

In addition, Board members are expected to:

- Attend the SIETAR USA National Conference, the Annual Board Meeting (a one-day in-person meeting before or after the conference), and the Board of Directors Annual Retreat (a three-day business meeting held each year in February or March). Most costs are covered by SIETAR USA to support the participation of all Board members in these events.
- Participate in monthly Board of Directors teleconference meetings. The President Elect should be included in meetings called by Portfolio Directors as needed.



## Ideal Candidate Profile

To be successful in this role, the ideal candidate must possess the following skills, qualifications, and experience.

### Required

In order to serve on the Executive Committee of the SIETAR USA Board of Directors, the President Elect must meet the following criteria in addition to role-specific requirements listed in each position description.

1. Possess a strong background and understanding of the intercultural and/or diversity, equity and inclusion (DEI) fields
2. Be a member in good standing with SIETAR USA (or willing to become a member)
3. Be a member who has attended SIETAR USA conferences in the past five (5) years

### Preferred

- Experience on Boards of other professional associations.
- Strong sense of leadership, what it takes to be a good leader, what skills good leaders must possess.
- Experience facilitating online and in-person meetings.
- Demonstrated ability to build relationships and be comfortable speaking in front of a group.
- Strong attention to detail, organizational, and time management skills.
- Possess good intercultural leadership and communication skills.
- Strong team player with experience working well with remote teams and managing projects.
- Values and objectives aligned with SIETAR USA's mission and values.

Approved: \_\_\_\_\_ Date