

NAEMT Position Description

Job Title: President-elect

General Overview: Serves in place of the President in his/her absence or disability, and performs other duties as requested by the President or the Board.

Responsibilities:

1. In the absence of the President, serves as the Chair for meetings of the NAEMT Board.
2. Serves as an official spokesperson for the association. Ensures that the association maintains positive and productive relationships with media, sponsors, other organizations and federal agencies.
3. Serves as a representative to other organizations as assigned by the President.
4. Attends meetings as a representative of NAEMT at the request of the President.
5. During the last quarter of the year immediately preceding his/her term as President, works with the Executive Director and the President to prepare for taking office as President.
6. Fully complies and promotes adherence to the bylaws and operational policies of the association.
7. Conducts the affairs of the association in a manner befitting the position of president-elect and in accordance with the NAEMT Code of Conduct.

Qualifications:

- All of the qualifications for NAEMT officer as enumerated in Article 5.5.2 of the NAEMT Bylaws.
- Interest in and ability to devote the time necessary to effectively serve as the leader of NAEMT.
- Leadership experience, either in a professional or voluntary setting.
- Ability to lead a diverse group of people within a collaborative, consensus building framework.
- Good written and verbal communication skills.
- Good organizational skills.
- General understanding of non-profit organizations and financial requirements.
- General understanding of financial reports (profit and loss, balance sheet).
- Comfortable making decisions in a leadership role.

- Good understanding of Robert's Rules of Order.