

**PRESEIDENT-ELECT**

**Description of position:** The President-Elect will serve for one year in this position and at the end of this term will assume the office of President.

**Purpose of position:**

* Serve as a member of the Board
* Present a written proposal for the strategic plan (based on TAND’s Pillar goals: Education) As you are a member of the education pillar it would be wise to attend as many continuing education opportunities planned by your CPI Chair/ Chair-Elect as you will be using these events in your Pillar Report.
* Present position’s proposed budget as approved by Board and then given to Treasurer
* Perform the functions of the office of President in the absence or disability of the President
* Attend monthly board meetings

**How assigned:** Elected by the MAND membership

**Term of Office:** June 1 - May 31

**Primary Responsibilities:** support the President in leading MAND towards its strategic direction and values

**Time line:**

**JUNE**

* Attend Switch Over Meeting
* Start planning for Annual Fall Breakfast by discussing with Past and Current President’s on the following topics: location, speaker(s), topic, date
* Get familiar w/ TAND paperwork: <http://www.eatright-tn.org/leadership-tool-box-2013-2014> (including Bylaws, Pillar Organizational Chart, Pillar Pocket Guide, District Reporting Forms)

**JULY**

* Continue planning for Annual Fall Breakfast (see separate document)

**AUGUST**

* Annual Breakfast: Start sending out Save the Date invites with the goal of sending formal invitation before the end of this month
* 1ST pillar report due to TAND

**SEPTEMBER:** Annual Fall Breakfast

**OCTOBER:** Assist President w/ organizing with Media and Marketing Board members activities for Child Week

**NOVEMBER**

2nd pillar report due to TAND

**DECEMBER**

Attend the MAND Holiday Party (if you can)

**JANUARY**

MAND Gala planning committee

**FEBRUARY**

* 3rd pillar report due to TAND
* Begin planning to attend the TAND Annual meeting and Hill Day in March.

**MARCH**

* Attend GALA
* Assist w/ organizing with Media and Marketing Board members activities for NNM
* Plan to attend TAND’s Annual Meeting + TAND’s Hill day + TAND’s Spring Board Meeting (dates TBA)
* Begin looking for the next year’s MAND Appointed positions or ask those currently serving to continue to serve over the next year

**APRIL**

* Meet with MAND President to discuss end of the year party and discuss and or finalize the MAND appointed positions you’ve chosen.
* Plan the MAND End of the Year Party try to keep this under budget
* 4th pillar report due to TAND
* Send out invitations to selected MAND Board members to attend the TN Leadership Institute for May (MAY dates TBA)

**MAY**

* Attend MAND’s End of the Year Party
* Plan to attend TN Leadership Institute (dates TBA)

**June**

Attend the MAND Board switch-over meeting where you will likely discuss the pillars to the board as you will have recently returned from Leadership Institute and members of the board will likely need a review of what pillars they are on and expectations as far as pillar reports are concerned.