

## PRESIDENT-ELECT

The PRESIDENT-ELECT shall:

- Serve on the Executive Board and attend all meetings. If unable to attend, should send a written report for presentation.
- Conduct PBEA meetings in the absence of the President.
- Act as chairperson of the conference and assume responsibilities of planning the PBEA conference, preparing a tentative conference budget to be submitted to the Executive Board at the first meeting of the new fiscal year, appointing conference sub-committees, and coordinating their activities. Act as host during the conference luncheon.
- Be responsible for the Summer Board Meeting, which will include conference information, nominations for officers and timely information, and forward conference information to the Association's Media Chairperson for inclusion in the PBEA web site.
- Prepare a profit and loss statement of the conference outcome and present it at the board meeting following the conference.
- Orient the incoming President-Elect to the duties of that office. Turn over all materials at the conclusion of the conference and review details of conference income, expenses, and format.
- Expenses will be approved by the Executive Board and paid by PBEA for attending the Executive Board meetings and the conference if not reimbursable from other sources.
- PBEA also will pay a set amount, the amount to be decided by the Executive Board, for attending the National Business Education Association's annual conference.