

Duties of the President -Elect

1. Assist the president in whatever duties are delegated.
2. Preside in the absence of the President.
3. Attend spring THOA, Inc. Board of Directors planning meeting.
4. Attend summer Professional Development Conference and THOA, Inc. Board of Directors meeting immediately preceding the summer conference.
5. Receive and give board reports of any absent board member.
6. Plan new teacher reception for summer Professional Development Conference with the conference coordinator, to include food, beverage, entertainment, and activities.
7. Plan program for summer Professional Development Conference Awards luncheon.
8. Attend National ACTE (Association for Career and Technical Education) Conference, usually in December, if school provides funding.
9. During summer Professional Development Conference, conduct Teacher of the Year and New Teacher of the Year interviews. Obtain certificates/plaques and present at the Awards luncheon. Retain all applications for one year.
10. Prepare certificates for each Area "Outstanding Teacher" and "Outstanding New Teacher" to be presented at the Awards luncheon. Give names of all teachers recognized to Executive Director for placement on website.
11. Compile a notebook and zip drive of duties performed and paperwork received during your term of office to be passed to the incoming President-Elect.
12. Obtain a token of appreciation for the outgoing president.
13. Create an agenda for transition meeting.

**This is a three-year commitment: Vice-President, President, and Past President. It is preferred that if you have board obligations to THOA that you not serve on the HOSA board during your term of office. **

Board members are required to attend all board meetings unless there are extenuating circumstances, which will be reviewed by the board. Board members should make arrangements for their duties to be carried forward. Notify the President if unable to attend a board meeting as soon as possible.