Alberta Teachers of English as an Additional Language (ATEAL)

Position Description: PRESIDENT-ELECT

Authority and Responsibility

The President-Elect is responsible for preparing to serve a future term as President.
In addition, as an Executive member of the ATEAL Board, the President-Elect is the legal authority for the Board, acts in a position of trust, and is responsible for the effective governance of the organization.

Requirements

As a Board member, the President-Elect needs to be fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy. Requirements of the President-Elect include:

- Commitment of three years to the work of the organization
- Chairs Strategic Planning Committee
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel and advocacy
- Representation on and liaison with EAL and other like minded groups and coalitions on behalf of the organization
- Willingness to take up the responsibilities of the office of President in the event it is vacated

Term

- The President-Elect is elected by the membership at the Annual General Meeting.
- The President-Elect serves a three years on the Executive (one year as the President-Elect, a year as the President and one year as the Past President)
- The President-Elect may be released by handing in a resignation in writing or as delineated in the by-laws.

General Duties

The President-Elect in consultation with the President will carry out the duties mutually agreed upon and delegated by the President.

The President-Elect:

- Assists the President in the performance of their duties
- Acts in the absence of the President
- Serves on the Executive Committee
- Learns the duties of the President and keeps informed on key issues

- Heads the committee for Policy Development
- Carries out any additional duties as delegated by the President
- Prepares to serve a future term as the President
- Orients the new President-Elect

Review Date and Approval Date

Review Date: January 2026
Approval Date: October 2003 as a Working Document.