

PRESIDENT-ELECT

AUTHORITY

The President-Elect shall assist the President and shall substitute for the President when required. The President-Elect may be a member of all councils and committees, except as otherwise provided by these Bylaws. The President-Elect shall, in general, perform all duties customarily incident to the office of President-Elect and such other duties as may be prescribed by the Board of Directors. The President-Elect shall succeed to the office of President upon expiration of the President's term of office, and in the event of the death, resignation, removal, or incapacity of the President.

TERM

The President-Elect shall serve a one-year term in office, or until such time as a successor is duly elected, qualified, and takes office.

DUTIES & GUIDELINES

1. Adhere to all procedures and duties outlined in this manual.
2. Serve as:
 - a) Member of the Board of Directors.
 - b) IDHA first Alternate Delegate to ADHA Annual Conference.
 - c) Member of the Administrative Council.
 - i. Member of Legislative Committee.
 - ii. Member of Nominating Committee.
 - iii. Chair of Bylaws Committee.
 - d) Member of the Membership Council.
 - i. Member of Membership Services–Recruitment.
 - e) IDHA Student Liaison.

Guidelines:

 - i. Give Greetings to new students.
 - ii. Seek Student Member Transitions into Full Voting Members upon licensure.
 - iii. Visit Indiana Dental Hygiene Programs/Schools.
3. Oversee the annual update of the IDHA Operational Manual.

Guidelines:

 - a) Remind BOD members and Council/Committee Chairs to have recommended changes of Operational Manual to your office by September 1.
 - b) Prepare updated Operational Manual (in conjunction with Central Office) with all recommendations to be presented to the BOD by October 1. The BOD will then review and approve this document at the pre-Annual Conference BOD meeting each year.
4. Prepare for Annual Conference.

Guidelines:

 - a) Submit any information for official call/agenda for post-Annual Conference Board meeting to the President and Central Office by October 1.
 - b) Prepare annual schedule of Board of Directors' meetings and submit to President and Central Office prior to the fall Board of Directors meeting.
5. Provide assistance to components when requested.
6. Aid in the formation of new components.
7. Attend District V meeting meetings as a delegate to ADHA Annual Conference.
8. Open lines of communication with the President-Elect of IDA and IDAA.