

OFFICER STANDARD OPERATING PROCEDURES

OFFICER POSITION

Chair Elect

Approval Date:

September 8, 2011

Latest Revision Date:
(To Be Reviewed Annually)

August 2010

Duties

- Perform the duties of the Chair in the Chair's absence
- Perform other duties as may be assigned by the Chair or the Board

Schedule of Activities / Duties

Prior to Fall Conference	<ul style="list-style-type: none">• The primary task of the Chair Elect is to organize the Fall Conference
Spring	<ul style="list-style-type: none">• Attendance at the RMSO conference is encouraged. This usually occurs during the Spring of the year and rotates throughout the region.

Activities / Deliverables

See Fall Conference Committee SOPs