

Job Description

Executive Committee: *President Elect*

Background and Purpose of role

The Executive Committee (EC) shall be composed of a President, Vice President, Secretary and Treasurer each of whom is solely authorized to represent SESAM. In addition, there will be either an Immediate Past President or President Elect in a non-voting advisory capacity.

The President Elect together with the EC plays a key role in providing strategic leadership for the Society.

The President Elect should gain a good working knowledge of the Society's mission, duties, goals and operational procedures prior to taking up the position as President at the end of the 1-year President Elect term. They should be able to work collaboratively with other Executive Committee members and develop good relationships internally and externally.

A. Duties and Responsibilities

1. General

- a. Attends Annual Retreat of SESAM Leadership prior to SESAM Annual Meeting.
- b. Attends EC Monthly Teleconferences and quarterly Face to Face Meetings.
- c. Contributes to establishing SESAM Strategic Plan.
- d. Plan SESAM's activities established by the Bylaws and following the policy guidelines adopted by the General Assembly.
- e. Contributes to SESAM operational matters as required.
- f. Implement the resolutions taken by the Members' Assembly

2. Society Leadership

- a. Works in partnership with the President and EC to achieve the SESAM mission.
- b. Works closely with President to establish good understanding of requirements of the role and to ensure continuity and maintenance of momentum of strategic goals.
- c. Works in partnership with the EC to achieve the SESAM mission.
- d. Resolutions made by the Executive Committee will only be accepted when the majority of members are in agreement. In case of a tie, the president casts the deciding vote.
- e. Contribute to discussions on fiscal decisions, in collaboration with EC members, relating to a single purpose for up to 2000 Euros. Fiscal decisions relating to a single purpose for more than 2000 Euros require approval from the General Assembly.
- f. Assisting in the development of partnerships with other societies and organisations that are relevant to the goals of SESAM.

3. General Assembly
 - a. Supports procedures
4. Specific to SESAM Annual Meeting (SAM)
 - a. Maintain strategic oversight of continuity of SESAM Annual meetings.

B. Reporting

Reports to President and membership in the General Assembly.

C. Term of Office

President Elect is elected by the General Assembly to serve a term of 4 years total. One year as President Elect after which he/she transitions to President role (2year term) followed by term of 1 year as Immediate Past President.

If a President Elect or President resigns the Vice President will take up their role until a replacement President Elect is elected. Vice President role re-placed by a suitable candidate identified by the other EC Members. This person will remain in office until the next General Assembly during which his/her appointment may be ratified.

If an Executive Committee member resigns membership from the SESAM society, the member automatically steps down from office in the Executive Committee.

D. Benefits

The President Elect shall work in an honorary capacity and only be reimbursed for their actual costs and expenses. In addition, the cost of travel expenses (economy class) / accommodation / registration fee for SESAM Annual Meeting will be covered by SESAM to allow execution of official functions before and during the Annual Meeting.