***SOP: President-Elect***

1. **Title:** President-Elect

**II. Term of Office:** The President-Elect must be a member in good standing of both National AALAS and the Mile High Branch AALAS, and is elected by the Mile High Branch AALAS membership. The President-Elect will serve a one year term that begins on January 1st and ends on December 31st. The President-Elect, will be elected and serve for one year in each role consecutively of President-Elect, President and Past President, for a cumulative term of three years.

**III. Duties:**

* 1. All officers and board members will review the branch constitution, by-laws and SOP's during the first six months of their term, and make recommendations for amendments to the board if necessary.
  2. Attend branch meetings, including board of directors meetings and vote on issues brought before the board.
  3. Become familiar with all of the duties of the branch president, assume these duties if the president becomes unable to do so.
  4. Chair the Awards and Elections Committee.
     1. See the Awards and Elections Committee SOP for specific duties.
  5. Appoint .

E. Appoint the Assistant Technician Branch Representative (TBR), if applicable, who will serve during the following year as Assistant TBR, and the year after that as the TBR.

* 1. Appoint the Legislative Affairs Coordinator, who will serve during the following year.
  2. Contribute content to the branch newsletter.
  3. Assist the president as needed.

**IV. Use of Branch Funds:** In most cases, branch purchases will be made using the branch's checkbook. Board members should seek approval of the board prior to making any purchases with branch funds. In the event that a board member uses their own money to make a purchase in the performance of office, the treasurer will reimburse the expense if it is deemed an appropriate use of branch funds. The board member is to send a memo detailing the purpose of the purchase along with an original receipt to the treasurer. The Treasurer will then reimburse the expense.

**Approved by the Mile High Branch Board of Directors on May 23, 2018.**