



**President-Elect
Job Description
7.6.14**

Term

- Two Years
- Shadowing for the role begins December of the year leading up to term.
- Officer will take office at the Annual Chapter Meeting in December.

Description of Role

President-Elect is the transitional role for the position of President. The President-Elect will work as team with the President: Co-leading and creating the strategic direction for the organization; providing feedback and support; and preparing her/himself for Presidency the following year.

Desired Attributes

Creative leader; Diplomatic; Flexible; Able to delegate; Organized; Excellent communication skills; Strong networking skills; Ability to encourage people and promote teamwork within the organization; Desire to lead and advocate on behalf of Art Therapy/Therapists in Illinois.

Responsibilities

- Maintain membership in IATA
- Shadow President to understand and learn duties needed to lead the organization.
- Attend and actively participate in all Board and Chapter Meetings, and assist the President and Secretary in gathering agenda items for each meeting.
- Actively work with President and Executive Board to create strategic direction.
- Assist President in preparing and submitting Chapter paperwork required by various governing bodies (State of Illinois, CICO, Insurance, etc.), delegating to Secretary, as appropriate.
- Assist President in preparing Chapter Reports and other documents for AATA, delegating to Secretary or Director of Membership, as appropriate.
- Attend Delegate Meeting at the AATA Annual Conference if President is unable to attend, and share information gathered with the Executive Board. President may also request that President-Elect attend this meeting as a team, or in her/his place.
- Represent IATA by sitting on the CICO Board. This role involves advocating for IATA's interests and bringing back relevant information to the Executive Board.
- Work with GAC committee to understand, broadly, issues of licensure and title protection that are currently a priority for AATA.
- Take on additional responsibilities as requested by President.

Approximate Time Commitment Per Week: 3-5 hours. More hours required during committee meetings and events.