

## President Elect's Responsibilities

- Assist the president as needed
  - This can include attending meetings in place of President (UMAA, Athletics, SoM, etc.)
- Be prepared to lead meetings/events in the president's absence
- Prepare to take over presidency next year
  - Keeping track of items that should continue through next year or were tabled to be continued during current year
- Participate as member of the scholarship committee
  - Review applications and participate in interviews
- Chair Nominations committee
  - See directions below to help with committee

## Elections

Tip: Begin recruiting for the ballot at the beginning of the year!

### Checklist:

- Identify who is leaving the board, who has one year left, what positions will be open, etc.
  - This will help you understand what you need to recruit for or what is available for interested parties
- Get nominating committee members (specific qualifications within the constitution)
- Send email to the membership to advertise the open positions for the year and if they are interested in joining the Board of Directors
  - This hasn't been done in past as much, but may be good idea for involvement
  - Currently constitution says members must be UMAA members
- Obtain election information from the individuals up for vote
  - Name, Years in band, instrument, why they want to be a part of UMBAS-BOD
- Organize a voting event / meeting
  - Clarification for this in constitution may be necessary if this is required for election
- Contact UMAA to get addresses for members without emails in their system
  - As of Jan 2019, Steve Davis is our contact at the UMAA for this
- Create voting ballot
  - Previous year can be used as template and replaced with new information
- Send postcards out to UMAA members without emails
  - Template resides in the "Ballots & Templates" on the Drive
- Send email to UMAA to get sent out to their members
  - Email should include link to be able to vote
- Send out email to Society listserv
  - NOTE: Current constitution says that only UMAA members can vote