

B. Unit Leader-Elect

The Unit Leader-Elect's duties are as follows:

1. Orientation and Communications

It is very important for the Unit Leader-Elect to read the Unit's Governing Document and Practices Manual to become familiar with the duties of all Unit officers.

Among other responsibilities, the Unit Leader-Elect will substitute for the Unit Leader in his/her absence. In the event of disability or withdrawal of the Unit Leader, the title and all duties and obligations shall be assumed by the Unit Leader-Elect.

The Unit Leader-Elect should take every opportunity to become acquainted with other members of the Unit Cabinet, especially the Unit Leaders-Elect of other Units. Unit Leaders-Elect who are diligent in becoming acquainted with other Cabinet members will find that they are soon well established in the informal communications network that exists among Unit officers.

2. General Duties

The following duties are essential for the efficient operation of the Unit and for the smooth transition of office:

- a. Serves as a member of the Executive Board.
- b. Substitutes for the Unit Leader. The Unit Leader-Elect may act in the Leader's absence and perform other duties as specified in the Unit's Governing Document and/or Practices Guide.
- c. Attends all meetings. The Unit Leader-Elect is required to attend the same meetings as the Unit Leader. These are detailed under the Unit Leader's responsibilities, Section II.B.3. of these Practices.
- d. Learns during the year as Unit Leader-Elect, as much as possible about the operation of the Unit so that when he/she assumes Leadership the following year, a smooth transition will occur.
- e. Holds check signing authority in addition to the Treasurer and Unit Leader.
- f. Recruits Advisory Board members to serve during his/her term as Unit Leader.
- g. Provides Association HQ with the names of all Unit and committee officers elected and appointed to serve the Unit. Forms for submitting this information are supplied by the Association office.

[Chapter Elected Form](#) (due October 1)

[Chapter Appointed Form](#) (due December 1)

The completed forms should be submitted to the Association office by December 1st. Failure to report the names of officers and committee appointees before December 15 may result in the untimely addition of individual's e-mail addresses to the appropriate Connect community.

- h. Transfers records to the new Unit Leader-Elect. On assuming the office of Unit Leader, all pertinent records should be given to the incoming Unit Leader-Elect within 20 days of assuming office. As the new Unit Leader, make sure all Unit officers have received their files.
 - i. Performs any other duties as required for operation of the Unit and the request of the Unit Leader.
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