Illinois State Student Anthropologist Association- SAA

Position title:
President-Elect of the Executive Board/ISU NASA Delegate

Reports to: President of the Executive Board
Elected by: popular vote
Term: 1 academic year starting at Rites of Passage
Level: Member

Summary
The President-Elect is the head of the department committees commissioned with the goal to come to a resolution to any given issue or directive of the Executive Board or Department Chair. This position acts as the Chair of all committees and coordinates meetings times as well as communication within the committee members. This position has the unique opportunity to be elevated to the President's position at the end of their ‘elect’ term and thus must conform to the same description as set by the President's position. Additionally, the President-Elect oversees association service projects.

Qualifications:
- Anthropology major
- Must commit to being president the next academic year
- Have the ability to attend no less than ½ of both the bimonthly general and Executive Board meetings

Primary responsibilities
I. Chair and set the agenda for committees that the Executive Board organizes.
II. Adhere to the Constitution and the Mission Statement
III. Act as student representative to faculty/staff when the President is unavailable
IV. Plan and oversee ISSAA service projects as outlined in the constitution
V. Act as Risk Manager as defined by the Student Involvement Center
VI. Responsible for other duties delegated by the President, Vice-President, or Advisor
VII. Hold 1 office hour per week