

Duties of the President Elect shall be to:

1. Serve in the place of, and with the authority of, the President, in case of the President's absence or inability to serve;
2. Serve as the Division's representative to the CEC Convention Program Advisory Committee and ensure that all responsibilities thereof are carried out;
3. Develop the schedule and make the arrangements for the Division's Board of Directors meeting, General Membership Business Meeting, and other Division events to be held at the CEC convention;
4. Exercise overall supervision of the progress of Standing Committees, ad hoc committees, and individual assignments and coordinate the exchange of essential information on activities and outcomes across Committees as necessary for accomplishing priorities; and
5. Act as leader of the Division's representation to the CEC Inter-Divisional Caucus.

**NOMINATIONS COMMITTEE SCREENING GUIDELINES VICE-PRESIDENT**

- Must have served on the DISES board for a minimum of two years
- Must have attended the DISES conference and/or roundtable over the past two years
- Must have attended annual board meetings and completed all duties in a timely fashion.
- Exhibits outstanding leadership and commitment to the mission of DISES
- Exhibits high ethical and moral standards.