



## The Voice of Adult Basic Education Nationwide

### COABE is seeking qualified candidates for the President-Elect position on the Board of Directors. The job description is below.

**Qualifications:** experience on state and/or national level board preferred

**Time Investment:** approximately 4-5 hours per month

**Travel and Compensation:** the COABE board meets in the spring and fall; travel compensation up to \$1,000 per meeting is provided.

#### Job Description

The President-Elect is elected for a two year commitment, and, after serving two years in this office, shall automatically succeed to the office of President (two years) followed by two years as Immediate Past President.

As prescribed in the By-laws, the President-Elect shall preside over meetings and events, including the Board and Executive Committee meetings in the absence of the President.

Represents COABE to the field at state, regional, and national events.

The President-Elect shall also work with the Vice President of Membership and the COABE Executive Director to provide leadership and training to Regional Representatives.

#### Additional Responsibilities:

Strive to implement the organization's mission, academic goals, and objectives.

In collaboration with the Vice President and COABE Executive Director, provide orientation and training for new regional representatives at the spring and/or fall Board meetings. This should include information on the history of COABE, organizational structure, by-laws, policies and procedures, and relationships with other organizations.

Serve as a resource to Regional Representatives.

Work with conference committees for the conferences to be held during the presidential term of office.

In coordination with the regional representatives, the president-elect shall visit association meetings in states near the host sites to promote the conferences.

Participate in national policy meetings in preparation for a fuller role as President.

Assist the President as needed.



#### MEMBER SAVINGS

- Conference discount
- Journal discount
- VIP vendor discounts
- Office product discounts
- Group membership options
- NIFL scholarship
- Awards/incentive grants

#### ADVOCACY

- COABE Contact network
- Public policy alerts
- Call to action

#### CONNECTEDNESS

- LinkedIn
- Facebook
- Twitter
- Online repository
- Employment bulletin board

#### CONTACT

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