

## PROMOTIONAL PRODUCTS ASSOCIATION INTERNATIONAL

### POSITION RESPONSIBILITIES

Position: **Chair- Elect of the Board**

Reports to: Board of Directors

#### Responsibilities & Duties:

1. Serve on and attend all meetings and conference calls of the Executive Committee, the Budget & Finance Committee and the Board of Directors.
2. Serve on the Compensation and Benefits Committee.
3. Serve on the Nominating Committee.
4. Speak at the membership annual meeting and other functions as appropriate.
5. Participate in and assist in conducting new Board Member Orientation at Association Headquarters.
6. Appoint committee chairs, as needed, from among the ranks of committee members, or the general membership.
7. Appoint members to fill committee vacancies as members complete their terms consistent with the Policies & Procedures Manual. The appointment process is to begin following the annual officers' election in September and completed prior to the Expo.
8. Appoint Board Liaisons to the standing committees.
9. Serve as Chair of the Board in the absence of the Chair.

#### **Assumption of Office**

1. Incoming Chair unofficially takes office following the November Executive Committee meeting.
2. Incoming Chair officially takes office at the close of the PPAI Expo Board meeting.