

**PRESIDENT-ELECT**

1. Shall serve as Program Chair for the annual State Conference, duties include but not limited to;
  - a. Contact conference center and make arrangements
  - b. Choose committees for conference duties
  - c. Contact display company for booth rental facilities
  - d. Contact AV company for sound equipment
  - e. Secure host hotels
2. Choose Keynote speaker and entertainment for conference
3. Conference Site and Dates may be arranged 2 years in advance by President and President Elect.
4. Present outgoing President with a Past-President's pin at the Installation Ceremony. The Association pays for the pin.
5. Shall serve for one year, and then automatically become President of SNA of Utah.
6. Shall perform the duties of the President whenever necessary because of the latter's absence or the inability to act.
7. Shall become acquainted with the duties associated with the President and other officers.
8. Shall appoint Committee chairs to serve during his or her term of office according to Bylaw Article V Section B, except Nominating and Budget Committees.
9. Shall be familiar with duties of each Chair.
10. Shall succeed to the office of the President in case of a vacancy in that office and shall then serve the regular term as President.
11. Attend National Meetings as assigned
12. Attend and serve as a voting member of the House of Delegates, or send and alternate if you cannot attend.
13. Submit a written annual report to the SNAU President by May 1st. to be included in the House of Delegates folder.