

## ILLINOIS ACADEMY OF FAMILY PHYSICIANS

POSITION TITLE: President-elect

**BASIC FUNCTION:** Assumes the responsibilities of the president in his or her absence. Assists the president in carrying out the functions of that office and performs specific duties delegated by the president.

### DUTIES:

1. Assumes the duties of the president in his or her absence.
2. Serves as a member of the Executive Committee and attends all meetings of the board of directors.
3. Performs duties assigned by the president, which may include serving as chair of one or more of the Academy committees, task forces or interest groups.
4. Represents the Academy at other state meetings when requested to do so by the president.
5. May act as official spokesperson for the Academy with various publics when requested to do so by the president.
6. Participates in a periodic review of organizational performance and effectiveness, including an annual review of the executive vice president's performance.
7. Prepares committee appointment suggestions in advance of Annual meeting to facilitate discussion by the Board members of those appointments.
8. Participates in Academy business meetings by acting as a resource for committees