



American Osteopathic College of Occupational and Preventive Medicine

Job Description of the President-Elect (JD-03)

Effective Date: _____

Next Review Date: _____ *Reviewer(s):* _____

Dates of Revisions: _____

DUTIES OF THE PRESIDENT-ELECT

1. The President-Elect shall:
 - 1.1. In the absence of the President, shall perform all duties of the President.
 - 1.2. Serve as program Chair for the Midyear and Annual Conferences.
 - 1.3. Provide an appropriate article on conference planning to the publisher of the AOCOPM Newsletter.
 - 1.4. Serve on the Executive Committee, the CME Committee, and the Nominating Committee. (Since the President appoints most Committee Chairs, it is recommended that the President-Elect begin this process at least one year in advance).
 - 1.5. Perform other such duties usual and customary.