

# OFFICER STANDARD OPERATING PROCEDURES

OFFICER POSITION

## Chair Elect

Approval Date:

September 8, 2011

Latest Revision Date:  
(To Be Reviewed Annually)

September 15, 2020

### Duties

- Perform the duties of the Chair in the Chair's absence
- Perform other duties as may be assigned by the Chair or the Board

### Schedule of Activities / Duties

<b>Prior to Fall Conference</b>	<ul style="list-style-type: none"><li>• The primary task of the Chair Elect is to organize the Fall Conference</li></ul>
<b>Spring</b>	<ul style="list-style-type: none"><li>• Attendance at the RMSO conference is encouraged. This usually occurs during the Spring of the year and rotates throughout the region.</li></ul>

### Activities / Deliverables

See Fall Conference Committee SOPs