

## **Chair-Elect**

### Standard Operating Procedure

#### Duties

1. Perform the duties of the chair in the chair's absence
2. Perform other duties as may be assigned by the chair or the board

#### Schedule of Activities/Duties

1. The primary task of the chair-elect is to organize the fall conference
2. Attendance at the RMSO conference is encouraged. This usually occurs during the spring of the year and rotates throughout the region.

#### Activities/Deliverables

1. See Fall Conference Committee SOPs.