



Chairman-Elect

Position Title:	Chairman-Elect
Basic Function:	Support the Chairman and become familiar with the responsibilities of the Chairmanship. The Chairman-Elect shall perform the duties of the Chairman in the absence or incapacity of the Chairman and shall serve as Chairman during the remainder of the term should the office of Chairman become vacant.
Term:	The Chairman-Elect serves for a two-year period
Responsibilities:	<p>Serves as a voting member of the Board of Trustees and Executive Committee.</p> <p>Attends committee and other meetings as warranted to become familiar with TREE Fund matters in preparation of the Chairmanship.</p> <p>Establishes and maintains a close working relationship with the President/CEO for continuity of goals, objectives and purposes of the TREE Fund.</p> <p>Works closely with the Chairman and President/CEO on existing and future projects to ensure a smooth transition from one year to the next.</p> <p>Assists Chairman in promoting the objectives of the TREE Fund.</p> <p>Adheres to general duties outlined in the board member job description.</p>
Minimal Job Requirements:	<p>Demonstrated commitment to the goals and objectives of the organization. Record of support for the organization by contributing both financially and with time.</p> <p>Demonstrated community leadership which will enhance the organization's image in the general public.</p> <p>Record of experience as a volunteer leader with responsibility in one or more major functions of the organization.</p> <p>Willingness and ability to represent the organization in the industry and outside of the industry.</p> <p>Six to fifteen hours per month to contribute as Chairman-Elect of the organization.</p>