



Pediatric Endocrinology Nursing Society  
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*Advancing the art and science of pediatric endocrinology nursing.*

[www.pens.org](http://www.pens.org)

## **President-Elect Position**

The President-Elect shall:

- 1) Assist the President in the performance of the president's duties as requested;
- 2) Learn the duties of the President;
- 3) Substitute for the President or Immediate Past President as requested; and
- 4) Assume the office of President at the end of the President's term. The President-Elect position may only be filled by a member who has served as a current or past PENS leadership role.

### Primary Functions

The President-Elect serves as a member of the Board of Directors. Within the limits of the bylaws, the President-Elect's primary functions are as follows:

- Performs duties as assigned by the President.
- Automatically assumes the office of President for a term of one year at the end of the President's term.
- Develops a thorough understanding of the bylaws and policies of the Society.
- Works closely with the President.
- Orients to the position of President.
- Develops and prepares goals for upcoming term as President and reviews with President.
- Establishes contact with the Executive Office staff for the operation of the Society.
- Serves as a liaison with committee chairs.
- Recognizes and advises of changing outside influences which may affect the decisions of the Board.
- Participates in the development and implementation of the strategic plan.
- Contributes articles to newsletter as required.

### Meetings

The Board meets via conference calls up to five times per year and twice in person (at the annual conference in the spring and at the Executive Office in the fall).

### Term

The President shall serve a one-year term as President-Elect, a two-year term as President, and a one-year term as Immediate Past President.

### Conference Concessions

The President-Elect shall receive complimentary registration to the annual conference during the years served on the Board of Directors. Airfare for the conference is paid for by PENS up to \$500. Hotel stays during the conference are paid for by PENS.