



PRESIDENT-ELECT

The President-Elect is elected by the membership, serves for one (1) year, serves as a member of the executive board and automatically becomes President of the Association the following year, and serves a one year term as Past-President.

QUALIFICATIONS

- Demonstrated leadership in the profession
- Previous experience on the ODA Board for at least two (2) years
- Thoroughly familiar with the Association and its activities and operations
- Experienced in ODA activities and development of leadership in the profession
- Professional goals parallel to those of the Association
- Able to meet time commitments for the position
- Available for office for three (3) consecutive years

RESPONSIBILITIES

- I. Attends all ODA Executive Board meetings (if unable to attend, appoints a proxy).
- II. Serves as an advocate for ODA and ADA
- III. Performs the functions of the office of President in the absence of the President
 - A. Be familiar with the duties and responsibilities of the President and all other officers.
 - B. Acts as coordinator of programs and committees.
- IV. Submits a roster of all elected and appointed state and district officers and committee chairs to ADA Headquarters upon request (working with the ODA Office)
- V. Presides at the Executive Board Workshop/Transition Meeting for outgoing and incoming officers, chairs and co-chairs the Spring Executive Board Meeting
 - A. Provides leadership training and orientation to the Board of Directors
 - B. Prepares for distribution the following:
 1. Annual Calendar
 2. Program of Work/Strategic Plan
 3. Long range goals and objectives
- VI. Attends ODA Executive Board and General Business meetings
- IV. Committees
 - A. The President-Elect is a member of the following committees:
 1. ODA Annual Meeting Committee – program and budget supervision
 2. Finance Committee
 3. Policy and Procedure Committee
 4. Awards
 5. Scholarship
- VII. Represents the ODA at meetings and activities
 - A. Attends ADA's Leadership Institute (if not previously attended).
 - B. Represents the ODA at meetings of allied groups when invited, or delegates this responsibility.
 - C. May attend the Award of Achievement presentation at Oregon State University and internship graduations.
- VIII. Planning
 - A. The President-Elect is responsible for participating in planning meetings to include:
 1. Program of Work/Strategic Plan
 2. Calendar
 3. Executive Board appointments
 4. Goals and Objectives
 5. Newsletter message for Spring issue (in anticipation to board transition)