

# California Academy of Nutrition and Dietetics

## Coastal Tri Counties District

### President Elect Job Duties/Annual Timeline

**The “New Year” begins June 1<sup>st</sup> of each year, May 31<sup>st</sup> is the year end**

#### **May/June:**

- Check in with president for job duties, be available throughout the year to assist the president with tasks as assigned.

#### **June/July**

- Attend the summer board meeting, assist president with planning as needed.

#### **August**

- Attend the CAND fall leadership meeting in LA (Friday) and the Executive Board Meeting (Sat) if the president is unable to attend OR along with the president if desired. Mileage and hotel are paid by CAND.

#### **September/October**

- Maintain communication with the president on job tasks.
- Attend the fall networking event

#### **November/December**

- Assist president as needed with planning for winter workshop
- Attend the winter board phone meeting when planned.

#### **January/February**

- Attend winter workshop, assist as needed.

#### **March**

- National Nutrition Month, assist with coordination of any events chosen to participate in.

#### **April/May**

- Attend the spring fling, help plan as needed.
- President, Treasurer and President elect must go to bank to transfer account into the new incoming president’s name. Must also transfer to the new treasurer’s name if it is the end of their term.