

Position	CEC TED President-Elect
Length of Term	1 year term as President- Elect. 3 years on Presidential Line/ TED Board.
Time Commitment	Average 4-6 hours a month.

SUMMARY Assists the division president in performance of division management duties, automatically succeeding to division president. Participates in the recruitment of board members to lead the division in the succeeding year. In the absence of the president, perform all the presidential duties.

- RESPONSIBILITIES** **Division Support**
- Serve in the place of and with the authority of the President in case of the President's absence or inability to serve;
 - Perform other duties as assigned by the President
 - Represent TED on the CEC Interdivisional Caucus (IDC) along with the Executive Director;
 - In collaboration with the Treasurer, President, Past-President, and the Executive Director plan the budget for the upcoming year and submit it to the Executive Board for approval;
 - Submit the approved budget to the membership at the General Business meeting during the TED Annual Conference;
 - Review the TED Constitution and By-laws and propose recommended changes, if any, to the Executive Board; and
 - Perform other duties as assigned by the President.

BOARD PARTICIPATION

- Assume designated responsibilities and participate fully in Executive Board functions for the purpose of learning about the role and responsibilities of the President; Call and preside at meetings of the Board and the General Business meetings with the membership
- Serve as the TED Representative at the CEC Program Advisory Committee (PAC member), managing the review of proposals and planning the CEC program;
- Serve as Chair of the Budget and Finance Committee.

- QUALIFICATIONS**
- Must be a member of TED in good standing for entire term of office.
 - Has been a TED Member for at least 6 years
 - Has Consistently Attended TED conference
 - Commitment to the divisions' Mission, Vision, Strategy, and Goals
 - Skilled in written and verbal communication, personal interaction and problem-solving

- Ability to plan, organize and execute activities as required by the position
- Ability to complete projects within established timeframes
- Ability to delegate tasks and monitor follow-through
- Ability to fully participate in division programs and board meetings
- Has a willingness to advocate for the division
- Ability to seek others out as volunteers

TED is only as strong as our volunteers. We hope during your tenure you will gain a greater sense of community, friendships, and experience. Our TED President Elect receives a travel stipend to the TED Conference and CEC Annual Convention as well as complimentary registration to TED Conference. If you have any questions, please reach out to ted@exceptionalchildren.org