### Procedure: President-Elect

**Number:** SOP-102  
**Authority:** SSCA Constitution, Article V: Government; SSCA By-Laws Section 4, Duties of Officers; Training Grant - SOP-204  
**Reference:** Same as Authority  
**Effective Date:** February 2, 2002  
**Revises Previous Date:** None

The President-Elect shall have general administrative duties under the direction of the President and other duties may be assigned to him/her from time to time by the Executive Committee:

**Specific:**

1. Attend all Officers and Executive Board Meetings, to include all Conferences, when possible.
2. Coordinate and approve SSCA training grants.
3. Make Provisions for an orderly transition of his/her administration as President at the end of his/her term as President-Elect.
4. Seek out and have committee staffing available for appointment at the Business Session at which he/she accepts the Presidency.