

**Pennsylvania Collegiate Music Educators Association**  
**State Executive Board Contract- President-Elect**

This document will serve as evidence of the signees knowledge of the terms and responsibilities of the elected position. Regardless of election results, an officer-elect cannot assume the elected position until they have signed the contract, acknowledging their understanding of the responsibilities and duties of the position.

Breaching this contract will result in dismissal from office pending review of the State Executive Board and the State Executive Board Advisor.

Below are the responsibilities and duties of the **President-Elect** as stated in the Policies Document of the Pennsylvania Collegiate Music Educators Association

1. Serve on the PCMEA Executive Board and act in accordance with the PCMEA bylaws.
2. Assist the President in fulfilling his/her duties.
3. Maintain ongoing communication with the President.
  - a. Turn in documentation by due dates requested by the President
  - b. Perform other duties as designated by the President.
4. Assume all duties and responsibilities of the President in his/her absence.
5. Be available for a two-year term, serving the first year as President-elect and the second year as President.
6. Serve on the PCMEA Executive Board and attend the PCMEA Summer Conference and Annual Spring Conference.
7. Attend Transfer of Power Meetings at the start and end of the term.

Additionally, for the position of President-Elect, listed below are the responsibilities and duties of the President, as they will assume the office in their second term.

1. Serve on the PCMEA Executive Board and act in accordance to PCMEA bylaws.
2. Preside over all meetings of PCMEA.
3. Host and coordinate monthly meetings of the State Board and monthly meetings of general members.
4. Be responsible for all correspondence and business matters.
5. Supervise the coordination of collegiate-orientated sessions at the PCMEA Conference and Professional Development Seminar.
6. Submit the "PCMEA Article" to the PCMEA News Editor.
7. Have the power to appoint committees when necessary.
8. Publish a quarterly PCMEA Newsletter.

9. Serve as an Ex-Officio member of the PMEA Executive Board when invited by the PMEA President and submit a written report of the organization's activities.
10. Attend Transfer of Power Meetings at the start and end of the term.

Any exceptions to the responsibilities listed above must be addressed with the Advisor of the State Executive Board and President. Failure to do so will be considered a breach of contract.

*By signing this form, I certify that I will fulfill the responsibilities and duties of my elected position. I understand that failure to uphold the terms of this contract will result in my dismissal from office.*

X\_\_\_\_\_

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Date\_\_\_\_\_