



# OPTICAL SOCIETY

ROCHESTER SECTION

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## Optical Society of America, Rochester Section, Inc. PRESIDENT ELECT DUTIES

**Last revision: January 2012**

1. Take notes on upcoming duties that you think you should do as future President.
2. Act in place of the President when he or she is unavailable for meetings or presentations.
3. Act as representative to professional bodies of which the Local Section is a member society, such as the Rochester Engineering Society.
4. Create a slate of candidates for next year's council:
  1. Serve as Chair of the Nominating Committee.
  2. Appoint Nominating Committee members.
  3. Hold first Nominating Committee meeting.
  4. Contact nominees for next year's Council, and obtain their consent to serve.
  5. Fill slate by February 15.
  6. Communicate slate to President and Secretary by February 15 for distribution to membership and approval.
5. Appoint Chairs of the Education, House, IT and Program Committees.
6. Be willing to help the present year's Program Chairs and House Chairs when the need arises.
7. Introduce the incoming Council members at the Annual Dinner meeting.
8. Pay half of lunch tab at Joint Council meeting in the summer when taking over reins of the Local Section.