The Parents’ Club of Stanford University
Job Description for President Elect
Updated by Maria Carano January 2014

Overview of Job. The President Elect has two primary jobs: (1) to assist the President in doing her job and (2) to be a member of (and usually chair) the Nominating Committee which comes up with the slate of directors and fills other Club leadership positions for the upcoming year. The President Elect is a member of the Board of Directors and is expected to step into the job of President.

Assisting the President. The President and the President Elect will decide together how to “job share” the duties of the President. Sometimes they decide at the beginning of their term how to divide up duties and sometimes the job sharing evolves as the year goes along.

Nominating Committee. The President Elect will serve as one of the five members of the Nominating Committee. The Nominating Committee’s duties are set out in the Bylaws in detail but essentially the job of the Nominating Committee is to prepare a slate of directors for the upcoming Club year and submit the slate to the Membership for its approval at the April General Meeting. The Nominating Committee also fills the other leadership positions of the Club. The President (with the President Elect’s input) chooses the other four members of the Nominating Committee for Board’s approval in November or December, in time for the Nominating Committee to be able to circulate at the Holiday Luncheon and meet as many people as possible to discuss filling positions. The timeline below sets out the schedule for the Nominating Committee.

Parliamentarian. The President Elect acts as parliamentarian at board and general meetings. In addition, in the rare instance of the Club’s Bylaws or Articles of Incorporation needing to be amended, the President Elect would be in charge of making the amendments, assisted by legal counsel.
**Insurance.** The President Elect is in charge of the Club’s insurance, including overseeing the annual renewal of the two policies in October. There is a notebook containing copies of the policies, which cover Director & Officer liability and general business liability, and correspondence. The Treasurer pays the premiums. Our current insurance agent is Mark Chapman (State Farm, 1–408–370–7100, mark.chapman.qjb2@statefarm.com). The President Elect should talk with the insurance agent to make sure the policies still cover all of the Club’s activities, especially if the Club’s activities have changed.

**File Statement of Information.** The President Elect prepares and files the annual Statement of Information (Form SI–100) with the Secretary of State. This form is due by December 31st and is just a one-page document that can be completed online. A filing fee (currently $20) is due every two years. Past Statements of Information that the Club has filed are in a three ring binder which you will receive from the outgoing President Elect.

**Parking Passes.** The President Elect is in charge of obtaining Stanford parking passes (a) for members who want to prepay for an annual pass to be able to park at Tresidder for the General Meetings and (b) for the On Campus Delivery volunteers, a pass that allows them to park for 10 minutes in service vehicle spots. Nancy Franich, who is in charge of On Campus Deliveries, will tell you in late July/August how many passes she needs for her volunteers. As for the General Meeting passes, an email goes out to the new board and previous parking pass recipients in July/August offering the option to get a parking pass for the following year. The passes are picked up in time for distribution at the first Board meeting or the Fall Tea.

**Nominating Committee Timeline**

1. **July:** Start parking pass process by contacting board/committee chairs, Delivery chair, and the few people who get a pass every year regardless of position.
2. **August:** Contact Stanford (Ana Lorenzana, Stanford Parking & Transportation, ana.lorenzana@stanford.edu) requesting specific number of passes.
3. **September**: Collect passes and distribute them at fall Board meeting and/or Tea. Review the insurance policies. If applicable, shop insurance prices and contact Treasurer. Treasurer pays the premiums.

4. **November**: President and President Elect select Nominating Committee members.

5. **December**: President presents Nominating Committee slate to Board for approval.

6. **December**: Holiday Lunch – socializing at the Holiday luncheon gives committee members an opportunity to get to know and consider members for the board and other committee positions.

7. **December**: File SI-100 with Secretary of State; pay fee if applicable.

8. **January**: Convene first meeting of nominating committee – allow for half day meeting to discuss candidates and make calls. Explain confidentiality of deliberations. Meet again if necessary.

9. **February**: Present potential Board members to current Board unofficially for discussion and review.

10. **March**: Board meeting – present slate of officers to the board for approval. If new slate was incomplete in February, send complete slate out via email the week before the meeting for discussion. Work with Recording Secretary to send the Board Slate to all members for their approval/proxy authorization in time for the April General Meeting, which is the Annual Meeting of the Club. The Recording Secretary is in charge of this: you just assist.

11. **April**: At Board meeting, present committee chair and other non-board positions. At General Meeting, assist Recording Secretary with Board Election.