



MINNESOTA SECTION

The American Institute of Professional Geologists

President-Elect Duties Summary

Per the Bylaws: The President-Elect shall perform the duties customary to the office, those assigned by these Bylaws or by the Executive Committee, and those required of a President-Elect by the Institute. The President-Elect shall be the default Section Delegate who attends the Institute's Annual Meeting and represents the Section's Members.

Duties of the President-Elect as recalled by 2018 President, Steph Theriault & 2016 President, Shanna Schmitt:

- Assist President, Vice President, and Secretary-Treasurer as needed.
- Provide assistance to committees in need of volunteers for special events or activities (Annual Social, conferences, etc.)
- Attend Section Executive Committee meetings, Annual Meeting, monthly membership meetings, and committee meetings (as necessary).
- Assist with Section fundraising activities (i.e., golf tournament, silent auction, etc.).