

President-Elect

1. Serves as an Officer on the Board of Directors and a member of the Executive, Finance and Nominating Committees.
2. Chairs a Grants Committee when there are available funds (see Grants Committee).
3. Discharges the duties of the President in his/her absence.
4. Chairs the Annual Meeting Committee:
 - Schedules the date and location of the Annual Meeting, and pre-meeting entertainment (generally Scholarship winners invited by the Scholarship Chair) as appropriate.
 - Prepares and prints the Annual Report packet from data provided by the Board and committee chairs.
 - Notifies the Communication chair of the date, time, and location for publication in media.
5. Assumes the Presidency after the last Board meeting of the outgoing Board, generally a joint meeting in late May or early June of the outgoing and incoming Boards.
6. Serves as a representative of the Guild to boards of other organizations at the President's request.
7. Monitors the RMG President-elect email account, pres_elect@rochestermsicguild.org.