



*Providing Resources & Creating Community  
to Support and Advance Professional Coaches*

**Position:** President-Elect

**Revision Date:** 6/30/2021

**Approximate Time Each Month:** 0 – 1 hours in addition to Committee Chair position.

**Position Overview:** In case of the absence or disability of the President, or at her/his request, the President-Elect shall:

- Perform all of the duties of the President; and
- Perform such duties and have such authority as from time to time may be assigned by the President or the Board of Directors.

**Desired Attributes:**

- Be a member in good standing of ICF New Mexico and ICF Global.
- Uphold the ICF New Mexico Chapter Leadership Norms.
- Reflect the spirit, training, credentials and integrity of the coaching profession as described in the ICF Code of Ethics.

**Position Description:**

- Collaborate on an ongoing basis with President to stay informed of all chapter business.
- Provide support to President and Past President for succession planning and recruitment of Board/LT and Committee Chairs. Collaborate with President to ensure successful leadership transition.
- Assume responsibility for at least one major leadership role, such as Committee chair or leader of a major project or initiative.
- Uphold chapter leadership norms.

**Term:** One year