

Purpose:

Serve under the President of the Classified Forum and act as the secondary spokesperson for events and issues affecting the welfare of the Members of the Classified Forum.

Length of Appointment:

The President-Elect shall serve a term of one year from the date of election as President-Elect and one year as the President as stated in the Bylaws of the Classified Forum Constitution.

Essential Functions:

The President-Elect will attend the Collaboration Council on a monthly basis or as the schedule demands. He/she may also be called to attend additional meetings wherever the President is unavailable and there is a need or requirement for the constituency to be represented; such as search committee selection team, strategic planning, Professional Development Grant Committee, etc.

The President-Elect in conjunction with the President shall set the dates and attend all regular forum meetings. He/she will work with the President to determine an agenda based on any items submitted by the members. In the event that the President cannot preside over the meeting, the President-Elect will assume this responsibility.

The President-Elect needs to be familiar with all financial transactions. He/she is responsible to stay current on any fundraising and distribution of funds generated.

The President-Elect shall be responsible for assisting the President in the dissemination of information through the Classified Forum website and ensuring that information stays current.

The President-Elect shall be instrumental in facilitating collaboration and communication between the constituencies. He/she is responsible for working with the President, Faculty Senate and Admin/Tech-Pro as needed. This includes but is not limited to a supportive role in: implementation of the annual holiday reception, recognition for Employees of the Year, any campus-wide concerns that are brought to heads of each constituency and attending combined employee meetings with the President of Faculty Senate and the Chair and Chair-Elect of the Admin/Tech-Pro.

Non-Essential Functions:

The President-Elect, along with the President, is responsible to do an annual survey of the Members to determine the Classified Forum's goals. This can be done via the first meeting of the year or by email correspondence. He/she will work toward these goals and support the missions of the college during their leadership.

The President-Elect, along with the President, is encouraged to provide additional informational meetings as they determine to be useful to the Members. A reasonable effort should be made to continue to provide additional learning opportunities where appropriate.

The President-Elect will work with the President to become trained during the year prior to their taking the President position. Regular communication and follow-up after all meetings is imperative to the President and President-Elect positions.

Outreach:

The President-Elect, along with the President, serves as a voice for Red Rocks Community College. It is important to remember that when acting in the capacity of President-Elect, he/she represents the college in general, as well as, the Classified Forum specifically. He/she should be instrumental in representing the college in public meetings, and is encouraged to develop strong relationships within the community to foster a positive image of Red Rocks Community College.