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| Effective Date: 12/01/08 | Revision Date: |
| Last Review Date: | Approved By: Marilyn Peterson, President |

TACME Board Member Duties – President-Elect

General Duties:

1. The President-Elect shall have such powers and duties as may be assigned by the Board.
2. In the absence of the President, the President-Elect shall perform the duties of the President.
3. The President-Elect shall maintain current the TACME listserv.
4. The President-Elect shall maintain current the TACME Board job descriptions.
5. The President-Elect shall serve as Co-Chair of the annual Texas CME Conference.
6. When there is no President-Elect or if neither the President nor the President-Elect can serve, the Immediate Past President shall serve.
7. The President-Elect shall attend a minimum of 50% of TACME Board meetings during each election cycle, to include at least one face-to-face meeting.

Procedures:

1. All changes in membership for the TACME listserv (addition of new members or deletion of those who are no longer members) will be communicated to the President-Elect/Immediate Past President by the Secretary.
 - a. Login to <http://list.tacme.org/Login.aspx>. (Access is provided by Webmaster.)
 - b. Go to Domain Settings, Mailing Lists
 - c. Hover over the list you wish to update, Go to Actions, List Subscribers
 - d. If you wish to delete an entry, simple click delete on the right of the entry
 - e. If you wish to add an entry, click 'add addresses', then enter each address that you wish to add (1 per line).
 - f. Repeat the same process to update the particular region that the member is in.