

ACOG PRESIDENT ELECT POSITION DESCRIPTION

Basic Function:

The President Elect is a national officer of the American College of Obstetricians and Gynecologists and the ACOG Foundation (collectively referred to as “ACOG”). As an Executive Board member, this position is responsible for ACOG’s general management and governance. The President Elect, along with the President and Immediate Past President (the “Presidential Officers”), report the policies and tenets of ACOG to the members internally at councils, committees, task forces and district and section functions. Externally, the Presidential Officers represent ACOG’s values, mission, and message to other medical organizations, the government, the media, and the public.

Primary Responsibilities:

The President Elect has fiduciary duties to ACOG including the duty of care and the duty of loyalty. All Executive Board responsibilities must be carried out in good faith, with reasonable care, honesty, and due diligence in a manner that is in the best interest of ACOG, not to any constituent group.

The President Elect shall assist and cooperate with the President. He or she prepares and reviews documents for consistency with ACOG policies, and prepares reports, agendas or other materials for the business of ACOG. The President Elect serves as a member of the Executive Board and the Executive Committee and must represent ACOG’s President when needed. The President Elect shall name committee appointees for ACOG committees.

If the position of President becomes vacant, the President Elect shall serve as the acting president according to procedures outlined in the Bylaws and established by the Executive Boards. The President Elect delivers a presidential address at the Inauguration and Convocation ceremony at which he or she becomes the President.

The President Elect attends the following regularly scheduled meetings:

- ACOG Executive Board Meetings
- Executive Board Retreat
- Executive Board Orientation
- Executive Committee Meetings
- Grievance Process Ratifications
- Annual Clinical and Scientific Meeting
- Annual Business Meeting
- Annual District Meetings (*when necessary to represent the President*)
- Interim District Meeting (*presidential officers rotate*)
- Committee on Finance
- Committee on Government Affairs
- Ob-GynPAC Governing Committee
- Committee on Scientific Program
- Meeting on Committee Appointments
- Congressional Leadership Conference
- Section Officer Orientation
- American Medical Association Annual Meeting
- International Federation of Gynecology and Obstetrics
- Representative of ACOG to other international Ob-Gyn Societies

The President Elect must be available to participate in ad hoc meetings and vote on issues between meetings that require Executive Board approval.

Election and Term of Office:

The President Elect is elected according to the bylaws and policies and procedures established by the Executive Board. The term of office is one year. The President Elect automatically succeeds to the office of President, and is not eligible for re-election.

Time Commitment:

The time commitment may be equal to or exceed an average of 15 hours per workweek.

Honorarium:

An honorarium is provided to the President Elect for the duties performed and meetings attended. The honorarium may be adjusted depending on circumstances determined by ACOG policies and procedures. Reimbursement of some secretarial expenses is included. The Compensation Committee determines the honorarium level annually.