

## A. PRESIDENT ELECT

1. Shall succeed to the office of President without other election at the installation meeting in May.
2. Shall maintain liaison with the Capitol Area Dental Society.
3. Shall succeed to the office of President in the event of a vacancy as provided in our Bylaws.
4. Shall be in charge of the Policy and Procedure Manual annual revision and maintain file electronically for future referencing and changes.
  - a. Shall compile revision suggestions and provide written summary to the Board of Directors at the summer planning meeting. A final version of the manual shall be retained electronically and distributed to BOD members with new revision date.
  - b. Shall choose an installing officer and assist in planning the installation with the Vice President.
5. Shall become familiar with parliamentary procedure.
6. Shall assist the President as needed.