

**Florida Biomedical Society**

**President - Elect**

**Job Description**

Elected by FBS Membership President-Elect – voting member of FBS Board

**Purpose:** The purpose of the Florida Biomedical Society’s President-Elect is to act as stand in for the FBS President when need and to automatically advance to President upon completion of a one year term as president-elect.

**Term of Service:** One Year Term beginning at start of calendar year and concludes on December 31st of that year.

**Reports to:** FBS President and Board of Directors

**Qualifications, Knowledge, Skills, Abilities:**

1. Shall be a member of FBS in good standing
2. Provide appropriate appearance and demeanor
3. Excellent organizational skills
4. Demonstrate aptitude for leadership
5. Demonstrate proven marketing and sales skills
6. Demonstrate ability to collaborate with a diverse team
7. Good Microsoft Office or equivalent knowledge
8. Basic management skills

**Duties and Responsibilities:**

1. To preside over regular and special meetings in the absence of, or upon the inability of the president to fulfill their responsibilities.
2. To assist the president in the FBS business or as needed.
3. Perform such duties as may be directed by the Board of Directors or at the president’s discretion when deemed to be in the best interest of the Florida Biomedical Society.
4. To preside over any committee appointed by the board of directors to investigate the office of president.
5. Maintain good standing status and attendance required by the Bylaws of FBS.

Approved By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_