

The NFDA President-elect serves for one year on the Board of Directors, assists with the duties of the President, and assumes the responsibility of leading the association in the absence of the President. The President-elect is elected each year by plurality vote of NFDA firm and individual members.

Principal Responsibilities of the President-elect

1. Becomes President in the event of a vacancy in that office.
2. Serves as a voting member of the Board of Directors.
3. Attends, assists the President as requested (presides in the absence of the President) at the following in person or virtually meetings/conferences: Board of Directors, Advocacy Summit, Leadership Conference, At-Large Voting Forums, Issues Forums, and Convention.
4. Exhibits ethical and professional standards.
5. Participates with CEO and Treasurer in an executive leadership event.
6. Serves on the national spokesperson team and on committees and task forces as needed.
7. With the approval of the Board of Directors, determines and appoints members to committees and task forces to be operational during his or her year as President.
8. Serves as a board member and as the President of NFDA Services, Inc.
9. When requested, represents NFDA at state conventions and/or allied professional meetings.
10. Writes a column for The Director.
11. Identifies and cultivates future leaders.
12. Performs such other duties as directed and requested by the President or the Board of Directors.

Expectations

1. Is well acquainted with the organization's mission and vision; is cognizant of internal and external forces that affect the organization.
2. Is actively engaged in programs, services and fundraising initiatives.
3. Knows how to prepare for and manage meetings effectively, establishes the tone and tenor of meetings and establishes goals and expectations for boards and committees.
4. Maintains a productive relationship with the President.
5. Demonstrates the confidence and ability to step in as President when required.

6. Makes time to check mail, faxes and electronic transmissions on a regular basis and respond to requests for information and feedback in a timely manner.
7. Exhibits high ethical and professional standards at all times.

Personal Qualities

1. **Vision:** the capacity to inspire a shared vision; the willingness to place long-term interests above short-term or personal gain.
2. **Objectivity:** the ability to listen carefully and provide a forum for productive dialogue, eliciting contributions on all sides of an issue.
3. **Decisiveness:** the wisdom to know how and when to end debate and make difficult decisions.
4. **Energy and Commitment:** enthusiasm for the job and the ability to inspire others. Must be willing and able to devote the time necessary to carry out all job responsibilities.

Qualifications

A candidate for an NFDA Board Position must meet all qualifications for the position for which they apply.

Individual members are the only members of NFDA that are entitled to serve on the Board of Directors. All individual members of NFDA must, to the extent required by State law, possess all necessary licenses to engage in the profession of funeral directing and/or embalming. All individual members of NFDA agree, as a condition of membership, to abide by the NFDA Bylaws and Code of Professional Conduct.

A candidate must have possessed all necessary qualifications to engage in the profession of funeral directing and/or embalming for at least five (5) years.

All President-elect candidates must have been previously elected to, and served on, the NFDA Board for a minimum of two (2) terms prior to the candidacy.

Must be an active member of NFDA, including being active in NFDA for a minimum of five (5) years immediately preceding the candidacy and participating in a minimum of five (5) NFDA events. Events can include in-person events, online events, course work, or participating on a committee, task force, or work group. A minimum of three (3) of these events must be in-person.

Must demonstrate past service in a leadership role, preferably in funeral service, with state or national significance.

Experience

Volunteer leadership experience with other non-profit organizations, preferably at the national level.

Demonstrated active support of NFDA's mission, vision, values, programs and services.