

Cheyenne Mountain Zoo Auxiliary

President-Elect Job Description

May 2024

Position Title: President-Elect

Reports to: CMZA President and Director of EdVenture Program

Position Summary: Assist the President. Act in place of the President when the President is absent. Attend CMZA and CMZ board meetings, Education Committee meetings and CMZ AMP meeting and Board of Directors meeting.

Responsibilities and Duties:

1. Develop a meeting schedule (as soon as possible – late May or early June, email Stacey for the Google form to use and submit to her) for the entire program year containing dates, times, meeting room locations, set-up style. Get meeting dates and times from President for monthly meetings – both Board and docent, CEC trainings, Education training and Education committee meetings.
2. Email the Executive Assistant to the CEO of CMZ (Patty Mussone), Halter's assistant (Courtney Rogers zoo registrar) our Wednesday docent meeting schedule.
3. Email IT (it@cmzoo.org) our monthly docent meeting schedule for both Wednesday and Saturday monthly docent meetings. They will set up a computer and microphone for us.
4. If the monthly docent meeting is on a Wednesday, email both Patty and Courtney a reminder/confirmation on the Thursday before the monthly docent meeting.
5. Email IT a reminder on the Monday before for either the monthly docent meeting on Wednesday or Saturday.
6. Secure, in conjunction with VP On Grounds, presenters for the monthly docent meetings, July – May, excluding December.
7. For presenters at the Wednesday monthly docent meeting, have them plan to be there at 10:15 as that is the time Bob and Halter speak which takes longer.
8. For presenters at the Saturday monthly docent meeting, have them plan to be there at 10:00.
9. Submit a description of the program topic, speaker, location, and time for the monthly docent meetings to the Zooline Editor for the following month when the call is out for submissions.
10. Send the same description out to the Auxiliary email at the beginning of the month to be sent to all docents.
11. Assist the President whenever necessary. In the absence of the President, preside at the Board or docent meetings. Assume the duties of the President if he/she is unable to complete the term of office.
12. Arrange a meeting in May of the outgoing Executive Board to meet to choose the incoming Supplemental Board as soon as possible after the May election.
13. When the election results are finalized, email the incoming Executive Board the date to meet to choose the supplemental Board in conjunction with the outgoing Executive Board.
14. When the Supplemental Board is filled, let the Auxiliary know either/both email and in the June Zooline (if chosen before the deadline).
15. Create an End of Year Feedback Survey to be sent to all Auxiliary members via email to be completed/returned by the end of May.

16. Complete the EOY Feedback Survey results and email to the incoming and outgoing Board members prior to the June meeting. Provide pertinent information to the respective committee chairs.
17. Contact ZOOM and Zoopeteers Chairs to see who these groups have chosen for their Chair for the coming year.
18. Have Board members review/update their job descriptions and submit in May. Place the updated job descriptions in the notebook in the DRC.
19. Attend CMZ Animal, Missions and Programs (AMP) meetings held the second Tuesday of the month, as well as the CMZ Board of Directors meeting held the second Thursday of the month. You will be notified about a week before with the time/location of these meetings by the Executive Assistant to the President of the CEO of CMZ. Please RSVP promptly!
20. Meet with the CMZA President monthly by email, phone and/or in person.
21. Meet with the incoming President-Elect in May to explain their role and responsibilities. Turn over the President-Elect notebook.
22. Coordinate with the outgoing President to review Ad Hoc, Standing committee members, staff meeting representatives to address any needed changes.