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**National Tuberculosis Nurse Coalition**

**President Elect Responsibilities and Resources**

**Call in number: 1-800-250-2600**

**Moderator Pin: 55418676#**

**Participant Pin: 56577601#**

**The responsibilities of the President Elect include:**

**Chair of the NTNC planning committee:**

* **Chair the planning committee to plan the upcoming annual National Nurses Coalition Meeting**
  + **Volunteers are requested at the National Nurses Coalition Meeting and will forwarded to the President Elect by the incoming President**
  + **Plan conference calls with planning committee**
  + **Provide an agenda and minutes of the meetings**
* **Participate on monthly board calls and provide updates on planning**
* **Begin planning the project you would like to accomplish during your Presidential year**
* **Support and assist the current President to accomplish their mission**

**The President-Elect shall assume the duties of President in his/her absence at the annual meeting of the Coalition and meetings of the officers, and to succeed to the Presidency in turn, or in the event, the President is unable to continue serving.**