

Position: Chair-Elect

Role

The Chair-Elect is the Association's designated successor to the Chair and a key governance leader responsible for supporting the Chair and contributing to the strategic direction, continuity, and effectiveness of the Association. The Chair-Elect plays an active role in advancing AAITE's mission by collaborating with the Chair in shaping, guiding, and sustaining the organization's priorities, activities, and long-term vision. The role ensures leadership continuity and readiness for transition into the Chair position.

Term and appointment

- Term: 2 years
- Elected or appointed according to the bylaws and board policy
- Serves as a voting member of the Board and of the Executive Committee
- Succession: The Chair-Elect automatically becomes Chair at the end of the Chair's term, unless otherwise specified by bylaws

Authority and scope

- Exercises authority delegated by the Chair and/or Board
- Acts for the Chair when the Chair is absent or otherwise unable to perform duties
- Serves as Co-Chair of the Events Committee
- Serves as liaison between the Board and the Events Committee
- Operates within the authority granted by bylaws, board policies, and board-approved initiatives

Core responsibilities

- Support to Chair and strategic alignment
- Board leadership and governance participation
- Events Committee leadership and liaison role
- Leadership development and succession readiness
- Representation and engagement

Qualifications and competencies

- Demonstrated leadership in professional associations or comparable governance settings
- Strong collaboration and strategic thinking skills
- Ability to support and complement the Chair while exercising independent judgment as needed
- Understanding of governance principles, including the distinction between governance and operations
- Credibility within the translation/interpreting profession and commitment to language access and professional standards

Time commitment

- 6 to 10 hours per month