

# POSITION DESCRIPTION: PRESIDENT

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**Basic function:** The President is the chief elected officer of the Association and serves as chair of both the Board of Directors and the Executive Committee. The President is the communication link to the board, the general membership, and the profession. The President exercises personal leadership in the motivation of other officers, board members, committee members, and the membership, and in the influencing of goals and objectives for the Association. The President is the guardian of the Association's vision and, as such, responds to appropriate opportunities for the Association to fulfill that vision. Commitment and personal leadership style are the driving forces that the President brings to the Association during his or her term.

## **Specific duties, responsibility, and authority:**

### **The President**

- serves as the principal advocate of the Association's mission, and promotes and defends policies and programs adopted by the board and membership;
- keeps focused on the broad vision for the Association and actively seeks avenues and opportunities to promote the Association;
- presides at meetings of the organization, including board, Executive Committee, and general membership meetings;
- designates the chair and appoints members of each Association committee and task force and serves as an ex-officio member of all committees;
- prepares an agenda, in collaboration with the chief staff executive, for each board, Executive Committee, and general membership meeting;
- works with the Association's chief staff executive to see that the basic policies and programs designed to further the Association's goals and objectives are planned and presented to the board;
- ensures that the Association follows its strategic plan;
- identifies, cultivates, and recruits future leaders for the Association; serves as a mentor to the President-Elect and other officers and directors;
- votes only to break or make a tie;
- serves as liaison, when appropriate, with affiliated organizations; represents the Association at functions; writes articles for newsletter;
- in collaboration with the chief staff executive, keeps board members fully informed on the Association's condition and operations