

POSITION DESCRIPTION - President

Qualifications: Active member for three years, two years of prior Board Service

Term: One year, not renewable

Position Responsibilities:

- Serve as the Chief Volunteer Officer of the organization and partner with the Executive Director to achieve the Association's mission.
- Provide leadership to the Board of Directors, encouraging the Board's role in planning, financial accountability, evaluation of the Executive Director, and evaluation of program performance.
- Chair Board and Executive Committee meetings and work with staff to develop the agenda. Help guide and mediate Board actions with respect to organization priorities and governance concerns.
- Facilitate meetings to actively engage all members and foster dialogue that creates space to openly share ideas and perspectives on strategic issues and priorities.
- Ensure a regular assessment of the Board, individual board members and the Executive Director.
- Build a working culture – respect contributions of Board members; putting Association needs over personal needs and priorities.
- Represent the organization, as necessary, at official functions.
- Work closely with the President-Elect and Vice President to ensure a smooth transition of strategic goals and priorities from year to year.
- Be knowledgeable about the Association's bylaws, policies, position statements, financial status, and strategic goals.
- Confirm Committee appointments, organizational liaisons, and other appointments as needed.
- Establish task forces for specific and focused goals.
- Advance to the office of Immediate Past President upon completion of the term of President.

Responsibilities of the Board of Directors

- Participate in the development of the strategic plan.
- Serve as a board liaison between committees and the Board.
- Review the materials that are distributed and help make prudent, informed decisions. Be prepared to ask questions and discuss issues at meetings. Understand the issues before voting on them. Be open to hearing all sides of questions before deciding.
- Foster forward thinking while supporting the Association's mission, goals, policies, programs, strengths, and needs.
- Monitor programs and activities for relevance, mission alignment and achievement of expected outcomes.
- Support the majority decision – deliver a consistent message of the Board and not your opinion.
- Read and understand the financial statements. Oversee the financial status of the Association and make prudent financial decisions to ensure the financial stability of the organization.
- Participate in a Board orientation training session as scheduled.
- Voting member of the House of Delegates.
- Support the Executive Director.
- Make an annual gift to the Foundation.