

# Sample Job Description

## President

### General Description

The President, subject to the control of the Board of Directors, generally supervises, directs and controls the business and officers of the association. The President provides leadership to the Board and helps assure that it functions effectively.

### Term

One year. January 1 to December 31

### Specific Duties and Responsibilities

1. Preside at all meetings of the Board and Executive Committee. Develop agenda for these meetings in consultation with the Executive Director.
2. Attend association functions and events.
3. Appoint committee chairs and committee members, subject to Board approval.
4. Assign annual charges to each committee, in consultation with the committee chair.
5. Directs an annual performance review of the Executive Director, with the assistance of the Executive Committee and Board of Directors. Serve as focal point and chief spokesperson for the Board regarding the Executive Director goal setting and performance evaluation.
6. Serve as ex-officio, non-voting member of all committees.
7. Serve as chief spokesperson for the association with both external and internal audiences. Keep members informed of Board actions and association issues.
8. Represents the association before other professional bodies.
9. Prepare and present report to the membership at the annual meeting.
10. Writes President's column for quarterly newsletter.
11. Reviews bylaws and policies of the association and recommends changes as necessary.

### Qualifications

- Active voting member of the association
- Served at least one term on the Board of Directors
- Demonstrated leadership skills through record of responsible service to the association
- Knowledgeable about the programs and activities of the Association.
- Ability to communicate effectively in oral and written form.
- Demonstrated ability to exercise good judgment.
- Fair, reasonable, even-tempered and impartial.
- Ability to be a good facilitator.
- Committed to serving the common interests of the membership.

### Time Commitment Required

- Board meetings – 3-hour meeting plus 6 hours of preparation quarterly
- Executive Committee meetings – 3-hour meeting plus 6 hours of preparation quarterly

- Executive Director's performance review – approximately 10 hours annually (December)
- Committee appointments – approximately 5 hours annually (November)
- Annual meeting – two-days in June
- Regular communications with Board and Executive Director – approximately 4 hours monthly

### **Expense Policy**

It is the policy of the association to reimburse the President for all association-related travel, according to established travel guidelines, required to fulfill the duties of the office of President.

### **Meetings**

Board meetings are held the third Tuesday of January, April, July (in conjunction with the annual meeting) and October. Executive Committee meetings are held the first Thursday of January, April, July and October.