



Job Description President

Term

The President serves a one year term, beginning at the annual meeting and terminating at the following annual meeting when the President assumes the responsibilities and title of Past President.

Status

Voting board member.

Specific Responsibilities

- Provide leadership to the board of directors.
- Chair meetings of the board and membership after developing an agenda with the executive director.
- Guide and mediate board actions with respect to organizational priorities and governance concerns.
- Review with the executive director any issues of concern to the board.
- Monitor financial planning and financial reports.
- Develop and maintain a Legislative Committee.
- Oversee performance of duties by other officers, providing assistance and follow up as needed.

Additional Responsibilities

- Formally evaluate performance of the executive director and informally evaluate the effectiveness of board members.
- Serve as an ex officio member of all committees and as chair of Legislative Committee, attending meetings when possible. Insure that committees keep up their stated responsibilities and goals and report committee progress at each Board meeting.
- Contact the Executive Director and other Board members on a quarterly basis to insure that all issues relevant to the association are dealt with.
- Review association disbursements as provided by the Executive Director, sign and mail all disbursements above \$100 in a timely manner.
- Coordinate and direct an annual board review of the association's mission, goals, and plan for the next year.
- Write a letter to members for each Leaflet newsletter. Publication deadlines are: February 15, May 15, July 15, and October 15.