

JOB DESCRIPTION

Position Title: President/Chairman of the Board
Reports To: Board of Directors and Membership

Basic Function:

The President/Chairman of the Board is the highest elected official of the corporation. Like all officers of the Board, this position has no authority to speak or act on behalf of the Board other than the authority specifically granted in the bylaws, in Board policy or by resolution of the Board of Directors.

The President/Chairman is responsible for ensuring that the Board of Directors and its members are aware of and fulfill their governance responsibilities, comply with applicable laws and bylaws, conduct Board business effectively and efficiently and are accountable for their performance.

All duties for this office, as described below, can only be assumed with the permission of the full Board.

Specific Responsibilities:

1. Presides at all meetings of the association's Board of Directors and Executive Committee. Serves as ex officio member of all association committees.
2. Presides over the association Annual Meeting.
3. In consultation with the executive director, prepares the agenda for meetings of the Board of Directors, Executive Committee and Annual Meeting.
4. Sets forth annual objectives and goals of the administration for review and discussion with the executive director.
5. Works with the executive director in keeping the Board of Directors, Executive Committee and association committees informed on the conditions and operations of the association.
6. Selects the chairs and members for all association committees and task forces. Outlines the purposes and charges of the committees for Board approval and monitors their progress.
7. Each year, appoints a Parliamentarian to aid and assist in conducting meetings.
8. Directs the Board of Directors in formulating policies and programs that will further the goals and objectives of the association.
9. In cooperation with the entire Executive Committee, conducts an annual review of the executive director's performance consistent with the goals, objectives and policies established by the association's Board of Directors.
10. When necessary, recommends changes in association structure (Board, committees, etc.) to the Board of Directors.
11. May act as a spokesman for the association to the public, press, legislative bodies, and other related organizations.
12. In cooperation with the Treasurer, monitors association expenditures to assure operation within the annual budget.
13. Meets as appropriate with chairpersons of all other association subsidiaries, foundations and/or affiliates to monitor progress and adherence to financial objectives.
14. Appoints representatives to other organizations.
15. Recognizes Board member violation of ethical standards and brings such violations to the attention of the Board member or to the full Board if necessary.

16. Promotes active participation in the association on the part of the membership.
17. Reports the activities of the Board and association to the members by newsletter or other regularly issued publication.
18. Presents a "state of the association" report to the association.
19. Identifies and involves potential leaders.
20. Promotes association membership to prospective members.
21. Works closely with the chief elected officers of state associations to encourage new, and strengthen existing, chartered chapter relationships.

Relationships

Accessible to all volunteer leaders and the general membership seeking answers or information about the association. Has regular contact with all volunteer leaders, state leaders and association senior paid staff. Maintains personal contact with other national, regional, state, or local associations and institutions as appropriate. Maintains relationships with industry, government, public service organizations, press and association vendors to enhance the image of the association and the attainment of its objectives.

Accountability

The President/Chairman is accountable to the Board of Directors and members as specified in the bylaws. The President/Chairman may delegate specific duties to the Executive Director, Board members and/or committees as appropriate; however, the accountability remains with the President/Chairman.

Community Relations

The President/Chairman ensures that the organization maintains positive and productive relationships with media, sponsors and other organizations. In this capacity, the President/Chairman serves as primary spokesperson for the organization. Duties may include:

- representing the organization to the media
- representing the organization on governmental or nongovernmental organizations and committees
- timely and appropriate reporting of Board decisions and actions to members, chapter leaders and/or sponsors
- representing the organization to the affiliated chartered chapter associations

Delegation

Depending upon the organization's needs and its bylaws, the President/Chairman may propose the establishment of committees of the Board and may assign tasks and delegate responsibilities to Board committees and/or directors.

JOB DESCRIPTION

Position Title: Treasurer

Reports To: The President/Chairman, the Board of Directors and the Membership

Basic Function:

The Treasurer provides oversight of the financial aspects of the association and ensures that the Board receives regular, solid financial statements and reports. Like all officers of the Board, the Treasurer has no authority to speak or act on behalf of the Board other than the authority specifically granted in the bylaws, in Board policy or by majority vote of the Board of Directors.

Specific Responsibilities:

1. Provides the Board with insight and knowledge of financial plans, controls and results of the association.
2. Presents the proposed annual budget clearly and concisely to the Board and answers all questions prior to Board approval.
3. Examines monthly financial reports to interpret trends and projections.
4. Has direct responsibility for monitoring the association's annual budget and audit and reporting such progress at each regularly scheduled meeting of the Board of Directors.
5. Reviews annually the association's internal control policies and makes recommendations to the Board of necessary changes to maintain integrity and accountability.
6. Makes a report of association fiscal affairs annually.
7. Ensures that the association's annual audit is conducted in a timely fashion in accordance with the bylaws/Board policies.
8. Serves as a member of the Board of Directors and the Executive Committee, and, as such, attends all called and/or special meetings of the Board or the Executive Committee.
9. Performs duties assigned by the President/Chairman which includes serving as liaison to at least one of the association's standing committees.
10. Assists the President/Chairman in the performance of his or her duties, whenever requested to do so.
11. Promotes all of the objectives of the association.
12. Attends special or ad hoc meetings as directed by the President/Chairman.
13. Represents the association before other associations or organizations requested by the President/Chairman.
14. Works closely with the state associations in his/her assigned territory to encourage new, and strengthen existing, chartered chapter relationships.

Relationships:

Accessible to all volunteer leaders and the general membership seeking answers to the association's financial condition. Works closely with the Board and the executive director and has occasional contact with senior and financial association staff. Maintains personal contact with other national, regional, state, or local associations and institutions as appropriate. Maintains relationships with industry, government, public service organizations, press and association vendors to enhance the image of the association and the attainment of its objectives.

JOB DESCRIPTION

Position Title: Secretary
Reports To: The President/Chairman, the Board of Directors and the Membership

Basic Function:

The Secretary oversees the process of: recording and archiving the minutes of all association Board and Executive Committee meetings; holding the annual election; and calling the roll of voting members at all association Board and Executive Committee meetings. Like all officers of the Board, the Secretary has no authority to speak or act on behalf of the Board other than the authority specifically granted in the bylaws, in Board policy or by majority vote of the Board of Directors.

Specific Responsibilities:

1. Oversees all records of the Board, including meeting minutes, the Board Roster, the association charter and any historical documents.
2. At the request of the Board, researches organization records to provide information as necessary.
3. Performs roll-call at all association Board and Executive Committee meetings, maintains records of director attendance and informs the President/Chairman of excessive absences.
4. Is sufficiently familiar with governing documents (Board Policies, articles, bylaws, Robert's Rules of Order, etc.) to note applicability during meetings.
5. Oversee the annual election of officers as outlined in the association bylaws.
6. Serves as a member of the Board of Directors and the Executive Committee, and, as such, attends all called and/or special meetings of the Board or the Executive Committee.
7. Performs duties assigned by the President/Chairman which includes serving as liaison to at least one of the association's standing committees.
8. Assists the President/Chairman in the performance of his or her duties, whenever requested to do so.
9. Promotes all the objectives of the association.
10. Attends special or ad hoc meetings as directed by the President/Chairman.
11. Represents the association before other associations or organizations requested by the President/Chairman.
12. Works closely with the state associations in his/her assigned territory to encourage new, and strengthen existing, chartered chapter relationships.

Relationships:

Accessible to all volunteer leaders and the general membership seeking answers or information about the association. Works closely with the Board and the executive director and has occasional contact with senior association staff. Maintains personal contact with other national, regional, state, or local associations and institutions as appropriate. Maintains relationships with industry, government, public service organizations, press and association vendors to enhance the image of the association and the attainment of its objectives.

JOB DESCRIPTION

Position Title: Vice President/President Elect
Reports To: The President/Chairman, the Board of Directors and the Membership

Basic Function:

Assumes the presidency upon the conclusion of the term of the incumbent President/Chairman. Assists the President/Chairman in carrying out the functions of that office and performs specific duties as delegated by him/her. This position is generally regarded as an orientation for future succession as the association's President/Chairman. Like all officers of the Board, the Vice President/President Elect has no authority to speak or act on behalf of the Board other than the authority specifically granted in the bylaws, in Board policy or by majority vote of the Board of Directors.

Specific Responsibilities:

1. Serves as a member of the Board of Directors and the Executive Committee and, as such, attends all called and/or special meetings of the Board or Executive Committee.
2. Performs duties assigned by the President/Chairman which include serving as liaison to at least one of the association's standing committee.
3. Assists the President/Chairman in the performance of his or her duties, whenever requested to do so.
4. Promotes all the objectives of the association.
5. Attends special or ad hoc meetings as directed by the President/Chairman.
6. Represents the association before other associations or organizations as requested by the President/Chairman.
7. Works closely with the state associations in his/her assigned territory to encourage new, and strengthen existing, chartered chapter relationships.

Relationships:

Accessible to all volunteer leaders and the general membership seeking answers or information about the association. Works closely with the Board and the executive director and has occasional contact with other association staff personnel. Maintains personal contact with other national, regional, state, or local associations and institutions as appropriate. Maintains relationships with industry, government, public service organizations, press and association vendors to enhance the image of the association and the attainment of its objectives.

JOB DESCRIPTION

Position Title: Vice President
Reports To: The President/Chairman, the Board of Directors and the Membership

Basic Function:

Assists the President/Chairman in carrying out functions of the office and performs specific duties as designated by him/her. Like all officers of the Board, the Vice President has no authority to speak or act on behalf of the Board other than the authority specifically granted in the bylaws, in Board policy or by majority vote of the Board of Directors.

Specific Responsibilities

1. Serves as a member of the Board of Directors and the Executive Committee, and, as such, attends all called and/or special meetings of the Board or the Executive Committee.
2. Performs duties assigned by the President/Chairman which includes serving as liaison to at least one of the association's standing committees.
3. Assists the President/Chairman in the performance of his or her duties, whenever requested to do so.
4. Promotes all the objectives of the association.
5. Attends special or ad hoc meetings as directed by the President/Chairman.
6. Represents the association before other associations or organizations requested by the President/Chairman.
7. Works closely with the state associations in his/her assigned territory to encourage new, and strengthen existing, chartered chapter relationships.

Relationships

Accessible to all volunteer leaders and the general membership seeking answers or information about the association. Works closely with the Board and the executive director and has occasional contact with other association staff personnel. Maintains personal contact with other national, regional, state, or local associations and institutions as appropriate. Maintains relationships with industry, government, public service organizations, press and association vendors to enhance the image of the association and the attainment of its objectives.