

PRESIDENT:

Elected by the membership for a term of (1) one year, and serves until successor has been duly elected or installed: Charter Article V: Section 2. Election procedures By-laws, Article VIII.

CHARTER AND BY-LAWS ENABLING BASIS:

Charter, Article V: Section 1-3	(Powers and Duties)
Charter, Article VI: Section	(Members of executive board, voting privilege)
By-laws, Article V: Section 2	(Powers and Duties)
By-laws, Article VI: Section 3	(Duty to call at least 3 Executive Board meetings/year)
By-laws, Article VII: Section 14	(Active Member of Personnel Committee)
By-laws, Article IX: Section 2	(Power to call special meetings of membership)

DUTIES AND RESPONSIBILITIES: (from By-laws and Charter)

- Chair all Executive Board Meetings as a voting member
- Chair all meetings of the Association membership
- Appoint chairperson of all standing and special committees
- Appoint Association Secretary
- Prepare and distribute “President Report” at Annual Conference
- Serve as ex-officio member of all committees
- Serve as active member of the Personnel Committee

OTHER DUTIES:

- ◇ Prepare a President’s Report for each quarterly magazine
- ◇ Act as a liaison between the Executive Board and the Executive Director for administration office work objectives
- ◇ Request written committee reports for each Executive Board meeting
- ◇ Call a meeting of the Executive Board at the Annual Conference
- ◇ Determine dates and locations of Executive Board meetings for distribution at the Presidents Assembly
- ◇ Prepare agendas for all Executive Board meetings in association with the Executive Director and coordinates with the Association Secretary the mailing of the agenda to the Board at least 10 days prior to meetings
- ◇ Host a “Presidents Assembly” before the Annual Conference and prior to the beginning of the Association year with the objective of board training and Association goal setting
- ◇ Attend all board meetings
- ◇ Submit news or articles to Association magazine
- ◇ Submit goals and objectives for the year by the Presidents Assembly
- ◇ Prepare annual budget by the President’s Assembly
- ◇ Review entire Board Manual for thorough understanding of association goals and procedures
- ◇ Organize “Past President’s Breakfast” at Conference