

## **PRESIDENT**

### **OFFICE RESPONSIBILITIES**

- Act in a day-to-day capacity for the Association.
- Call meetings of the Association or its component parts (Executive Board, committees, etc.).
- Direct the Association toward the fulfillment of its purpose and goals and act as chief executive officer.
- Establish standing committees or appointed offices as needed with Executive Board approval.
- Establish task forces as needed with Executive Board approval.
- Appoint chairpersons and/or officers for all standing committees and appointed offices with Executive Board approval.
- Fill any vacancies in committee chairs or appointed offices with Executive Board approval.
- Conduct Executive Board meetings and preside over the business and general sessions of the Association during the annual conference.
- Serve as an ex officio member of all committees.
- Handle appropriate correspondence pertaining to the Association.
- Act as liaison to relevant statewide associations, organizations, and agencies.
- Send a memo to the Association banking institution authorizing officer change at the end of term, in conjunction with the outgoing Treasurer.
- Appoint an Audit Committee to audit the Treasurer's records prior to the first Executive Board meeting of the Association year.
- For reference, maintain documentation that might be useful to a successor.
- Award certificates of appreciation to officers, committee chairs, etc. as appropriate at the annual Association conference.

### **LENGTH OF TERM**

The term of office for President is one year (or from conference to conference). The outgoing President will serve an additional year on the Executive Board as Chair of the Priorities Committee/Immediate Past President.