

President
Job Description

Primary Responsibilities:

President

- A) Presides over The Association with the sole purpose of representing The Association and maintaining proper organizational functioning.
- B) Appoints committee chairmen with approval of the Board of Directors during the annual meeting.
- C) Prepares an agenda for each meeting of The Association.

Sequenced Responsibilities:

July Post Meeting:

- Establishes goals for the year.
- Encourage other officers to establish goals.
- See that a list of officers with contact information is created. Distribute to the officers and publish in the Aurora.
- Finalize minutes from the Annual Meeting and send out within 10 days.
- Write Article for the Aurora.
- Encourage other officers to write articles for the Aurora.
- Aid the Executive Secretary in Forming Budget for the year.
- Establish and publish telephone conference dates for the year.
- Ensure that Fall Fellowship is Preparing for Fall Fellowship.
- Review Web Page and recommend updates.

August:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Work with Fall Fellowship chairman to verify organization and planning is occurring.
- Ensure that the Fall Fellowship is publicized.
- Work with Publications Chairman to ensure that Aurora articles are being written and the Aurora is on schedule for publication.
- Ensure Alumni Achievement Committee has solicited nominations.
- Review Web Page and recommend updates.

September:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

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October:

- Review Yearly Goals
- Set aside one day to contact alumni members and officers and perform alumni business.
- Attend Fall Fellowship if available.
- Review Web Page and recommend updates.

November:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

December:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Review financial statement with Executive Secretary / President elect.
- Write Article for the Aurora.
- Encourage other officers to write articles for the Aurora
- Work with Publications Chairman to ensure that Aurora articles are being written and the Aurora is on schedule for publication.
- Ensure Alumni Achievement Committee has solicited nominations.
- Review Web Page and recommend updates.

January:

- Review Yearly Goals
- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

February:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

March:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Review financial statement with Executive Secretary / President elect.
- Write Article for the Aurora.
- Encourage other officers to write articles for the Aurora
- Work with Publications Chairman to ensure that Aurora articles are being written and the Aurora is on schedule for publication.
- Ensure Alumni Achievement Committee has solicited nominations.
- Review Web Page and recommend updates.

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April:

- Review Yearly Goals
- Set aside one day to contact alumni members and officers and perform alumni business.
- Ensure Staff Week Chair is preparing for Staff Week Gathering.
- Ensure Staff Week Gathering is publicized to staff and alumni.
- Review Web Page and recommend updates.
- Review Association By-Laws and make recommendations for changes.

May:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Attend Staff Week Gathering if possible.
- Review Web Page and recommend updates.

June:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Ensure Alumni Achievement Committee has set date for a meeting to nominate a recipient of The Alumni Achievement Award.
- Ensure Alumni Achievement Committee has solicited nominations.
- Review Web Page and recommend updates.

July Pre-Meeting:

- Prepare Agenda for annual meeting.
- Review By-laws and encourage officers to perform required tasks.
- Publicize the annual meeting.
- Review financial statement with Executive Secretary / President elect.
- Preside over Annual Meeting.
- Present a report during the annual meeting.
- Review Web Page and recommend updates.

Non-Sequenced Responsibilities

- Aid in identifying people to run for the Executive Secretary / President Elect position in future years.
- Participate in telephone conferences and board meetings throughout the year.
- Maintain a record of tasks completed, contacts, and actions taken in order to help the transfer to the next President.
- Build Goals for upcoming year as Past President.
- Work with Executive Secretary / President Elect in performing his or her job.