

## **Section 1. The President**

### ***General Responsibilities:***

He or she shall:

- ◆ Coordinate agendas for all Board of Directors meetings.
- ◆ Preside over all business meetings of NDAPA and its Board of Directors.
- ◆ Submit a written report two weeks prior to each Board of Directors meeting.
- ◆ Provide a written summary report of the year's activities two weeks prior to the annual meeting of the organization with an account of the activities of the board for the past year.
- ◆ Submit in writing any resolution recommendations for the AAPA House of Delegates to the Board of Directors at the meeting closest to the AAPA's annual conference.
- ◆ Mentor the President Elect
- ◆ Keep membership informed of programs and of information pertinent to them through various means of communication.
- ◆ Keep abreast of changes within the constituent organization.
- ◆ Define and monitor the goals and objectives of NDAPA.
- ◆ Write a "President's Message" article for each edition of the NDAPA newsletter, *The Review*.
- ◆ Submit, in a timely fashion, all requested AAPA paperwork (update and delegate forms, annual survey).
- ◆ Uphold the NDAPA policies and procedures.

### ***Committee Responsibilities:***

He or she shall:

- ◆ Appoint all standing committees and designate their chairs, in consultation with the Board of Directors.
- ◆ Serve in an advisory capacity to the Board of Directors' committees.
- ◆ Serve on the ad hoc Financial Advisory Committee (working on planning of annual budget).
- ◆ In support of strategic directions, assign charges to Board of Directors committees.

### ***Attendance Responsibilities:***

He or she shall:

- ◆ Represent NDAPA with outside organizations and the media.
- ◆ Attend applicable AAPA regional meetings.
- ◆ Attend the Leadership Retreat/Strategic Planning Session.
- ◆ Attend all Board of Directors meetings.

**Abstract:**

*One of the prime responsibilities of the President is to have knowledge of organizational interests and monitor the progress of goals and objectives for the constituent organization. Another is to keep current with all-new information and policies within the organization and coordinate the dissemination of this information to pertinent members. The President and Immediate Past President should serve as the primary spokespersons (points of contact for the media) for the organization so that a consistent message is provided. During meetings, the President should initiate discussion about constituent organizational improvements and encourage other leaders to share ideas that have been successfully implemented. This officer should have the ability to conduct meetings, formulate ideas, consummate plans, and delegate responsibility. He or she should be able to communicate effectively, on all levels, and seize any opportunity to positively represent the organization at meetings or social functions that would benefit the organization. The President is also responsible for upholding the organization's policies and procedures and for handling problems among organization members. In order to keep the lines of communication open, the President should be available to other officers and members by phone and at meetings and should return organization-related phone calls in a timely manner. The President should also prepare a final report of the year's activities of the office and include recommendations for the following year.*

*This position requires approximately 10-20 hours per month. Skills/experience needed to successfully serve in this position are:*

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|--------------------------------------------------------|-------------------------------------|
| ◆ Previous Board of Directors experience (recommended) | ◆ Facilitation Skills               |
| ◆ Knowledge of how to run a Board of Directors meeting | ◆ Leadership Skills                 |
| ◆ Dedication                                           | ◆ Multi-tasking Skills              |
| ◆ Communication Skills                                 | ◆ Innovative                        |
| ◆ Organizational Skills                                | ◆ Timeliness in completing projects |
| ◆ Delegation Skills                                    | ◆ Diplomacy Skills                  |