

2011
BOARD OF DIRECTORS/OFFICERS (A)
(approved 11/98; 1/10; 10/10; 4/11; 4/13; 1/15; 10/17; 1/19)

President
Job Description

It is the responsibility of the president to represent the corporation and to facilitate the work of the officers and the committees and their responsibilities.

General Duties:

1. To prepare the agenda for each meeting of the board of directors in conjunction with the executive committee.
2. To preside at meetings of the board of directors.
3. To recommend chairs for each committee to the board of directors.
4. To supervise and support the development of committee goals aligned to the projected budget during spring/summer, for presentation in the fall, and approval at the January board of directors' meeting.
5. To work with the board and president-elect to support the committees' execution of annual goals.
6. To develop a strategic plan in collaboration with the president-elect and to preside at the strategic planning meeting during the first year of his/her term.
7. To chair the executive committee that meets regularly to review corporation issues.
8. To serve on the finance committee.
9. To present the annual report of the corporation at the annual meeting.
10. To serve as the point of contact and communication with the IAGC legislative advisor.
11. To develop goals each year for the executive director, conduct the annual formal evaluation of the executive director with input from the board of directors and make a recommendation for employment to the board of directors.

12. To recognize out-going board members at the fall board meeting.
13. To address issues that need attention on a day-to-day basis, including the annual development of committee goals and action plans.
14. To maintain copies of important documents to be passed on to the next president.
11. Other duties as assigned by the board of directors.