



# AZ ASSE

## Executive Board – Position Description

### President

- 1) Service.
  - a) Term is for one year, July 1 to June 30.
  - b) Multiple terms are allowed through succession.
  - c) May establish committees.
  - d) Position is succession from President Elect as outlined in the AZ ASSE Bylaws.
- 2) Purpose.
  - a) Provide direction to the Chapter that is consistent with the Chapter's Bylaws as well as the Society's Mission and Vision Statements, Goals, and Code of Professional Conduct.
- 3) Goals.
  - a) Chair all General Membership and Executive Committee meetings.
  - b) Appoint the Chapter Nominations and Elections Committee, standing committee chairs and special committees as needed.
  - c) Represent the chapter on the Area Operating Committee (AOC) or Regional Operating Committee (ROC), as applicable.
  - d) Represent the chapter at meetings of other organizations when official representation is of benefit to the Society or Chapter.
  - e) Update the chapter's strategic plan and coordinate activities to achieve the plan's goals - Submitted to the Regional Vice President (RVP) by **August 15**.

- f) Submit an Incoming Chapter Officer and Delegate Report to the Area Director or Regional Vice President and ASSE HQ by **May 31**.
- g) Submit the Chapter Annual Report summarizing his/her term of office to the area director or regional Vice President and ASSE HQ prior to **August 15**. (Note: The new Chapter Operations, Strategic Planning & Annual Performance Reporting Tool).
- h) Ensure an orderly transition and transfer all chapter records to the succeeding President.
- i) Delegate wherever possible.
- j) Conduct meetings to allow time for networking as well as adequate time for a speaker.
- k) Distribute information from Society, Regional or Area meetings to the membership as necessary.
- l) Provide position descriptions and/or duty checklists for all incoming officers that is reviewed and updated annually.
- m) Conduct an annual new officer workshop or send officers to a Regional Program.
- n) Provide assistance to a National, Regional or Area activity and provide supplies or sponsors or host activities for a ROC meeting.
- o) Meet all the requirements and deadlines necessary to achieve the Chapter Star Award. This entails an Officer report and Financial report submitted by due date, Leadership Conference Representation and House of Delegates Representation.
- p) Establish one or more unique and innovative programs, activities or services to enhance member service.
- q) Establish one or more common interest groups and have groups meet on a routine basis and provide the Chapter Executive Committee with at least a quarterly report.
- r) Ensure Chapter Executive Committee conducts a pre-planning meeting before the first general member meeting of the Chapter Year.
- s) Develop a succession plan for the training and development of officers.
- t) Send additional chapter representatives to Society Leadership Conference.
- u) Send at least one representative to the Society Leadership Conference, Regional leadership training, Area leadership training, or conducted Officer training at chapter level.
- v) Attend annual Society PDC.