

# NAMSS

## Volunteer Job Description

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**Position Title:** PRESIDENT

**Relationships:**

Reports To: Board of Directors  
Staff Support: Executive Director  
Internal Contacts: Board Members, Committees, NAMSS staff, NAMSS Membership  
External Contacts: General Public, Industry Partners

Length of Commitment: Term of office is one (1) year (January –December) with a commitment to serve one year the following year as Immediate Past President.

Time Involvement: Approximately 20 hours monthly/ 3 on site meetings per year /5-8 Board conference calls per year/8-12 Executive Committee calls per year/Weekly Touch base with Executive Office

**Key Responsibilities**

***As a NAMSS Officer:***

1. Serve as a voting member of the Executive Committee and Board and ex-officio, non-voting member of all committees
2. Participate in quality assessment and evaluation of the overall performance of the association management firm.
3. Attend Board and other meetings to include the following:
  - a. January Board meeting
  - b. Spring Board meeting (April/May)
  - c. Fall Board meeting (held in conjunction with the Educational Conference and Exhibition)
  - d. Executive Committee meetings prior to in person board meetings
  - e. Weekly conference calls with Executive Office
4. Serve as a role model and as an advocate:
  - a. for NAMSS by being knowledgeable about and supporting the mission, strategic plan, and programs of the organization.
  - b. for the membership at large.
5. Assist the NAMSS Board in:
  - a. developing and executing annual and strategic plans.
  - b. carrying out its legal and fiduciary responsibilities, as needed.
  - c. oversight of the association management functions.
  - d. initiating formal and effective transition of office to incoming officer at the end of term.
  - e. identifying new members or potential volunteers for NAMSS who can help further the mission
  - f. representing NAMSS as appropriate, e.g. serve as a speaker as assigned.
6. Support and promote decisions made by the NAMSS Board.
7. Review and approve nominations for Officers and Members of the NAMSS Board.

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8. Participate in a self-assessment and evaluate the overall performance of the NAMSS Board on an annual basis.
9. Prepare in advance for decision-making and policy formation at Board meetings; take responsibility for self-education on the major issues before the Board.
10. Responsibly review and act upon committee recommendations brought to the Board for action.
11. Uphold fiduciary duty to act in the best interest of NAMSS by putting the interests of NAMSS above personal interests.
12. Agree to the Essential Requirements of Serving as a Volunteer Leader, as set forth in the Volunteer Leader Agreement:
  - a. Confidentiality of Sensitive Information;
  - b. Conflicts of Interest (Disclosure and Management);
  - c. Competition Against NAMSS' Programs, Products, or Mission, or Other Inappropriate Personal Gain; and
  - d. Consequences of Violating Agreement.

### ***As PRESIDENT:***

1. Preside, as chair, over all meetings of the Board of Directors, Executive Committee and meetings of the Association
2. Oversee the governance of the Association and ensure the programs and activities advance the organization's mission, vision and strategic plan.
3. Serve as the key contact between the association management company and the Association by providing support, guidance and direction to and regular communication with the Association Executive Director
4. Oversee preparation of agendas for all meetings of the Board of Directors, the Executive Committee and general meetings of the membership, in collaboration with the Association Executive Director and the Secretary.
5. Serve as an ad hoc member of the Conference Committee
6. Ensure that the Association abides by its bylaws and established policies
7. Report to the membership through periodic written correspondence, including the annual report
8. Represent the Association as a speaker, participant or liaison to external associations and organizations, the media and the public at large.
9. Review all communications, reports and proposals prepared by the staff
10. Lead the NAMSS Board in:
  - Developing and executing annual and strategic plans
  - Carrying out its legal and fiduciary responsibilities.
11. Serve as a resource of knowledge and counsel to the Board, committees, other board members and state association leadership.
12. Act as role model and representative of the Association, seeking input from membership at large, responding and reporting accordingly.
13. Initiate formal and effective transition of office to incoming President-Elect at end of term.
14. Appoint committee chairs and vice chairs with the advice of current committee chairs and consent of the Board of Directors.

### **Qualifications:**

1. Must be an Active NAMSS member in good standing for at least five (5) years.

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PRESIDENT**

- 2. NAMSS certification is required (either CPMSM or CPCS).
- 3. Must have completed term as President-Elect.

**Additional Requirements:**

- 1. Support from employer if applicable
- 2. Commitment to advance the mission of NAMSS.
- 3. Commitment to full preparation in advance of board meetings for decision making and policy formation and self-education on major issues before the board.
- 4. Ability to make the necessary time commitment.

**Training:**

- Board Orientation
- Leadership training as appropriate
- Specific task orientation as needed

Amended Date	Volunteer Development Review Date	Board Approval Date
		10/10/2008