

# NAMSS

## Volunteer Job Description

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**Position Title:** President-Elect

**Relationships:**

Reports To: President  
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 two subsequent years as President and Immediate Past President, and may not be elected to a second term.

**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.
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.

**NAMSS VOLUNTEER JOB DESCRIPTION  
PRESIDENT-ELECT**

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 Elect:***

1. In the absence of, or because of the incapacity of the President, perform the duties and assume the responsibilities and authority of the President.
2. Serve as an ad hoc member of the Conference Committee.
3. Serve as the Editor of *Synergy*
4. Learn the duties and function of the President.
5. Prior to taking office as President:
  - a. appoint members of NAMSS, in conjunction with the Committee Chairman, to serve on the Committees, according to the roles and responsibilities of the committee.
  - b. appoint a non-voting, non-NAMSS public member to serve in an advisory role on the Board of Directors.

**Qualifications:**

1. Active NAMSS member in good standing for at least five (5) years.
2. NAMSS Dual Certification is required (effective 1/1/2016).
3. Must have completed term as Secretary-Treasurer.

**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 |
|--------------|-----------------------------------|---------------------|
|              |                                   | 09/15/06            |
| 1/14/2011    |                                   | 1/21/2011           |

NAMSS VOLUNTEER JOB DESCRIPTION  
PRESIDENT-ELECT