



JOB DESCRIPTION
OF THE
PRESIDENT

Purpose: The President is responsible for ensuring that the Board of Directors (BoD) and its members: are aware of and fulfill their governance responsibilities; comply with the constitution and applicable policies and procedures; conduct BoD business effectively and efficiently; and are accountable for their performance. The President is accountable to the Board of Directors as specified in the constitution. The President works with the Executive Director in accordance with guidelines set forth in the Constitution. Delegates specific duties to members of the BoD and committees as appropriate; however, the accountability for them remains with the President.

Responsibilities: In accordance with UOAA's constitution, the President presides over meetings, proposes policies and procedures, is an ex officio member of all committees, monitors the performance of Directors, Officers, and Committee Chairs, submits various reports to the BoD to funders, and to other "stakeholders"; proposes the creation of committees; appoints members to such committees; and performs other duties as the need arises and/or as defined in the constitution. The President maintains accountability for the specified responsibilities that adhere to the President but it is not necessarily the President who carries out these activities. Many of these responsibilities may be delegated to BoD members, committees, staff, or others including experts retained for a specific purpose. The President shall ensure that the President Elect is properly trained in order to ensure an orderly succession at the end of the President's term.

Specific Duties

1 Meetings

- The President in concert with the Executive Director ensure that an agenda is planned for BoD meetings. This may involve periodic meetings with the Executive Committee, BoD, committee chairpersons and staff to draft meeting agendas and reporting schedules.
- The President presides over meetings of the Board of Directors. In this capacity, the President:
 - Chairs meetings according to the current edition of "Robert's Rules of Order Newly Revised":
 - encourages all members to participate in discussion;
 - arrives at decisions in an orderly, timely and democratic manner;
- Votes as prescribed in the "Robert's Rules of Order Newly Revised"; and where applicable Roberts Rules for small boards.
- Appoints a nonvoting recording secretary for all meetings.
- Reviews all meeting minutes prior to distribution;



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- In concert with the Executive Director selects time and place for all BoD meetings and submits to BoD for approval.

2 BoD Committees

- The President serves as an ex-officio member of all BoD and Constitutional committees. In this capacity, the President's role is:
 - To serve as a voting member in the event of a tie of the regular members.
 - To negotiate reporting schedules;
 - To identify problems and assist the committee chairperson to resolve them, and if necessary, to bring them to the attention of the Board of Directors.

3 Board-Staff Relations

- The President is the primary liaison between the Board of Directors, all committee chairpersons and the Executive Director. In this capacity, the President:
 - Meets regularly with the Executive Director;
 - Ensures that periodic performance reviews of the Executive Director are conducted;
 - Participates in the hiring and evaluation of the Executive Director and other staff.

4 Community Relations

- The President ensures that the organization maintains positive and productive relationships with media, funders, donors, and other organizations. In this capacity, the President in concert with the Executive Director serves as primary spokesperson for the organization. Duties include:
 - Representing the organization to the media;
 - Representing the organization on governmental or nongovernmental organizations and committees;
 - Timely and appropriate reporting of Board of Directors decisions and actions to the Affiliated Support Groups and funders and donors where appropriate.
- Along with the Executive Director serve as UOAA's main point of contact with kindred organizations.



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- Preside over UOAA National Conference. Bring greetings at Opening Ceremony conduct leadership workshops and be visible and available throughout conference. Ensure a National representation at regional conferences.

5 Signing Officer and Legal

- The President is one of the signing officers for certain documents. In this capacity, the President is authorized by UOAA Policy and Procedures to sign or countersign checks, correspondence, applications, reports, contracts or other documents on behalf of UOAA;
- Interact with legal advisor on corporate matters;
- Interact with legal advisor, consultant, Executive Director and ASG contacts regarding 501(c)3 submissions to the IRS;
- Participate in the negotiation, assist in drafting, and sign all contracts with consultants contractors providing services to UOAA, in accordance with BoD direction.
- Reviews and approves in concert with the Executive Director website and other social media advertising.

6 Board of Directors Development

- The President ensures that policies and procedures are in place for effective recruitment, training, and evaluation of BoD members.
- Maintain awareness of UOAA strategic presence. Recognize its strengths, weaknesses, opportunities and threats. Assist in defining the direction of the organization.
- Ensure that duties are delegated to all members of the Board of Directors and all are followed through with.

7 Fund Raising

- The President ensures that policies and procedures are in place for securing the resources required by the organization.



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8 Delegation

- The President may establish or propose the establishment of committees of the Board of Directors, and may assign tasks and delegate responsibilities to BoD committees and Constitutional committees.

9 Financial

- Work with Treasurer, President Elect and Executive Director to develop, finalize for approval by the BoD and implement budgets consistent with timelines established by standing financial policies.
- Authorize expenditures for UOAA activities paid for with UOAA credit cards.



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