

DUTIES AND QUALIFICATIONS OF OFFICERS

PRESIDENT

TERM OF OFFICE

Two years immediately following the year of serving as President-Elect

QUALIFICATIONS

Have met the qualifications of President-Elect.

DUTIES OF THE PRESIDENT

1. Give administrative guidance and direction to the structure and programming of the Association.
2. Work with Association officers and District Contacts in coordinating their efforts in carrying out the organization's objectives and programs.
3. Preside at Executive Board and Association business meetings.
4. Appoint committees as provided in the Bylaws and Policies and Procedures.
5. Serve as an ex-officio member of all committees except nominating.
6. Approve all expense vouchers and submit to the Treasurer for payment.
7. Strengthen public relations and maintain cooperative relations with other organizations.
8. Appoint a Historian for the Association.
9. Exercise all powers and duties pertaining to the Office of President.

ADDITIONAL RESPONSIBILITIES INCLUDE

1. Perform responsibilities not delegated or assigned to another officer.
2. Be thoroughly familiar with the following:
 - a. Bylaws, standing rules, rules of order, mission statement
 - b. Administrative Manual
 - c. Minutes for the last five years
 - d. President's files
 - e. Nominating Committee duties
 - f. Board Policies And Procedures
3. Review the Association's insurance needs and secure appropriate coverage.
4. Work closely with the Vice President for Professional Development on plans for the Annual Meeting/Session.

5. Correspond with the Executive board as necessary to keep board members informed on Association business.
6. Keep signature card for investment accounts current.
7. Send a copy of all letters to President-Elect.
8. Prepare budget request and submit to Treasurer.
9. Review duties annually and revise for Administrative Manual.
10. The President is the only official VEAFCs representative designated to sign contracts (hotel contracts, Annual Session contracts, etc.)

Job description 2004