



Position: PRESIDENT
Status: EXECUTIVE COMMITTEE
Term of Service: Two (2) Years

Scope of the Role

The President exercises general charge and supervision of the affairs of the Society and shall do and perform such other duties as are customary to the office and as may be assigned to that office by the Board of Directors. The President sets the agenda for all meetings, notifies the Board in a timely manner. The President is responsible for notifying the membership of issues or items relevant to that body. The President has signature authority for checks and contracts.

The President represents the Society to the greater SIETAR family and the outside world by participating in meetings, conferences, and the like. The President is SUSAs point of contact within SIETAR Global Connect, a confederation of the presidents of all national and regional SIETARs.

Main Responsibilities & Objectives

- Maintains policies of the Society as specified in the By Laws and Standing Rules.
- Respects and protects the financial stability of the Society.
- Clearly articulates and directs the organization of Presidential initiatives such as Town Hall meetings, changing information platforms like Wild Apricot, or establishing a task force to study a particular issue such as revising the Code of Ethical Behavior.
- Provides support for Portfolio Directors and Committees. The President is a member of all Committees and Chairs the Finance Committee.
- Chairs all Board meetings or ensures that the meeting will be chaired by an officer.
- Schedules and presides over Executive Committee Meetings when needed.
- Reports at the monthly Board meetings and uses the platforms in current use for discussions and information.
- All Board members must sign and abide by the Board Code of Ethics and Conflict of Interest documents. As all members of the society, they are encouraged to support and sign the Living Code of Ethics.

Time Commitment

- **Term of service:** 2 years as President; 1 year as President Elect and 1 year as Immediate Past President
- **Average time needed to complete work:** 15-20 hours per month
- **Peak periods of work will occur in:** Months leading up to the annual conference, the Board Retreat, and the Board meeting at the conference.