

OFFICER AND DIRECTOR CHARTER

PRESIDENT

The President is elected by the Board of Directors as President-Elect and serves the first year as President-Elect, the second year as President and the third year as Past President in accordance with the National Bylaws. The President is a voting member and the presiding officer of the Board of Directors and is responsible to the Board of Directors and the general membership for duties assigned by the Board of Directors.

AUTHORITY

As the Chief Executive Officer of the Association, the President has complete authority subject only to the limitations established by the Articles of Incorporation, the National Bylaws, and the Board of Directors for conducting the affairs and activities of the Association.

DUTIES AND RESPONSIBILITIES

The President has the following broad responsibilities:

- Provide leadership and management of the Association in the best interests of the members, within the policies established by the Board of Directors.
- Establish annual objectives as progressive steps toward achieving the Association's objectives and goals specified in the Long Range Plan and Strategic Objectives.
- Establish priorities, allocate resources, and coordinate activities to ensure a high level of quality service to members and to achieve healthy growth and increased recognition of the Association as a professional organization.
- Ensure the efficient and effective management of the NCMA Office by the Executive Director

Some of the more specific duties and responsibilities of the President are as follows:

- Develop and implement policies and procedures needed for efficient and effective management of the Association.
- Coordinate the activities of the Officers and the Executive Director as required to assure effective management of the Association.
- Appoint and chair the Strategic Planning Committee.
- Appoint and chair the Executive Director Assessment Committee.

- Participate in Leadership Summits.
- Develop and present recommendations to the Board of Directors on matters requiring Board action.
- Appoint individuals to the Executive Advisory Council.
- Serve as a participant on Committees and coordinate the activities of Committees.
- Represent the Association to officials of government agencies, industry, nonprofit and educational organizations, and associations and societies with related goals.
- Maintain direct contact with Association members to ensure an awareness of the needs and interests of the membership as a whole.

PERFORMANCE SCHEDULE

Review and approve the Annual Operating Plan by May 31 for the program year which begins on July 1.

Chair Board of Directors meetings, attend Executive Advisory Council and Council of Fellows meetings and, when possible, support and attend National, Regional and other Educational Conferences.

Prior to the Spring governance meetings, in coordination with the Treasurer, chair a meeting of the Budget Committee to formulate a budget for the fiscal year which begins on July 1. Ensure that the objectives in the NCMA Long Range Plan are considered in preparing the budget.

Appoint Executive Advisory Council members.

Throughout the year, as appropriate, form advisory committees as needed and appoint the chairpersons.

On or before June 30 prepare and submit to the Board of Directors a summary report of the prior year's activities, hold a transition meeting with the successor in office, and deliver all Association property to that successor.