



NAHU Board of Trustees Job Description

President

Bylaws:

ARTICLE VI - Duties of Officers, Section 1.

- A. The President shall be the Chief Elected Officer of this association and shall preside over all meetings of the association, the Board of Trustees, the Executive Committee, and the House of Delegates. The President shall appoint all committees whose membership is not otherwise established by these Bylaws and shall be an ex-officio member of all committees formed under this Association except the Nominations Committee. Together with the Executive Vice President, the President shall represent this Association at various industry meetings and shall perform such other duties as usually pertain to the office, including the assignment of specific duties to other Officers and Trustees.
- B. The President shall also be empowered to fill all vacancies in the manner prescribed by these Bylaws. Upon completion of his/her term, the President shall assume the office of Immediate Past President.

Commentary:

The primary role of the president is to lead the association. This person will also work closely with the CEO and the Board of Trustees to ensure NAHU is following the strategic plan. The president presides over all Board of Trustees and Executive Council meetings. The President shall appoint the Chairpersons and the members of all Standing or Special Committees and Task Forces except the Nominations and Harold R. Gordon Award committees. All Chairpersons' appointments shall be subject to approval by the Board of Trustees. The president shall fill the role of Immediate Past President upon completion of his or her term as president.

- Strategic Planning:
- Establish periodic conversations (bi-weekly, monthly, etc.) with NAHU CEO
- Travel as requested to local and state chapters
- Respond to member inquiries and complaints.
- Meetings:
 - Board of Trustees
 - Executive Committee
 - Joint Executive Committee (JEC) meeting (July)
 - Budget Meeting (October)
 - Annual Convention
 - Capitol Conference
- Open the Annual Convention
- Run the House of Delegates
- Arrange for a gift for the outgoing president to be presented during the House of Delegates

- Communications:
 - Monthly “President’s Perspective” column
 - Monthly HIU column
 - Personal correspondence to membership (e.g. cards, letters, email, etc.) – the more personal the better (as needed)
- Assist the Photo Directory with a sponsorship of \$3,000 for the president’s page.
- Provide for the accountability of leadership