

TEXAS SOCIETY OF ASSOCIATION EXECUTIVES
JOB DESCRIPTION

TITLE: President

REPORTS TO: Board Chair/Executive Committee

POSITION OVERVIEW

Serves as chief executive officer, recommends and participates in the formulation of new policies and makes decisions within existing policies as they have been approved by the Executive Committee and Board of Directors.

Plans, organizes, directs and coordinates the staff, programs and activities of the Association to assure that objectives are attained, plans fulfilled and member needs met. Ensures the financial health of the Association. Maintains effective internal and external relationships. Through management and leadership, achieves constructive growth of the Association.

DUTIES, RESPONSIBILITIES AND AUTHORITY

Within the limits of the constitution and bylaws and policies, the President is responsible for and has commensurate authority to accomplish the duties set forth below.

1. See that the Board of Directors, Executive Committee and officers are kept fully informed on the conditions and operations of the Association, and on all important factors influencing them. Attends all meetings of the Board of Directors and Executive Committee.
2. In cooperation with the Executive Committee and Treasurer, develops, recommends and operates within an annual budget. Insures that all funds, physical assets, and other property of the Association are appropriately safeguarded and administered. Executes bylaw provisions with respect to an annual audit.
3. Actively pursues non-dues revenue.
4. Plans, formulates and recommends for the approval of the Executive Committee and/or Board of Directors basic policies and programs that further the objectives of the Association.
5. Executes decisions of the Executive Committee and/or Board of Directors.

6. Develops for purpose of day-to-day administration specific policies, procedures and programs to implement the general policies established by the Executive Committee and/or Board of Directors.
7. Participates, when practical, in meetings conducted by American Society of Association Executives (ASAE).
8. Recruits, hires, trains and motivates Association staff personnel. Responsible for promotions and terminations.
9. Obtains maximum utilization of staff by clearly defining their duties, establishing performance standards, conducting performance reviews and maintaining competitive salary structure.
10. Provides the necessary liaison and staff support to committee chairs and committees to enable them to properly perform their functions. Sees that committee decisions and recommendations are submitted to the Executive Committee and/or Board of Directors for approval.
11. *Executes such contracts and commitments as may be authorized by the Executive Committee and/or Board of Directors or established policies.*
12. Promotes interest and active participation in the Association's activities on the part of the membership and reports activities of the Board and the Association through the communications media of the Association.
13. Maintains effective relationships with other organizations, both public and private, and sees that the position of the Association and its members is enhanced in accordance with the policies and objectives of the organization.
14. Serves as Ex-Officio to the TSAEPAC Board of Trustees.
15. Carries out such other general responsibilities as may be delegated by the officers and Board of Directors.