



North Carolina Association of Blood Bankers

Job Description

Title: President

Term: 1 Year
Follows being President Elect
Begins after the election of officers at the Annual Meeting
Has voting rights

Job Summary

1. Conduct annual business meeting at the Annual Meeting.
2. Schedule and conduct board meetings. Suggested schedule: once per quarter
3. Send meeting agenda for board meetings to board members. Invite all committee members and advisory members.
4. Appoint program co-chairs for Fall Workshop and the Annual Meeting.
5. Send thank you notes to board members.
6. Keep abreast of the business of the NCABB by frequent communications with board members.
7. Forward ideas and suggestions from the general membership to the board.
8. Solicit reports from committees, as needed.
9. Forward pertinent information to the webmaster for inclusion on the website.
10. Sign all indicated documents on behalf of the organization.
11. Create Meet the President write-up for membership/ social media chair to distribute.
12. If unable to perform duties, notify president elect.
13. Rotate to Past President position on the board following term as president.