



North Carolina Association of Blood Bankers

Job Description

Title: President

Term: 1 Year
Follows being President Elect
Begins after election of officers at annual seminar
Has voting rights

Job Summary

1. Conduct annual business meeting at fall seminar
2. Select a search committee to study locations for future annual seminar
3. Schedule and conduct board meetings. Suggested schedule:
September, January, April, and July
4. Send agenda for board meetings to secretary for electronic distribution to board members.
Invite all committee members and advisory persons
5. Appoint local arrangements chairperson for fall seminar
6. Appoint program co-chairs for fall seminar
7. Send thank you notes to all committee members and board members
8. Keep abreast of the business of the NCABB by frequent communications with board members
9. Forward ideas and suggestions from the general membership to the board
10. Solicit reports from committees, as needed
11. Forward pertinent information to the webmaster for inclusion on the website
12. Sign all indicated documents on behalf of the organization
13. Rotate to Past President position on the board following term as president