

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

1. Send agenda for board meetings to secretary for electronic distribution to board members.

Invite all committee members and advisory persons

1. Appoint local arrangements chairperson for fall seminar
2. Appoint program co-chairs for fall seminar
3. Send thank you notes to all committee members and board members
4. Keep abreast of the business of the NCABB by frequent communications with board

members

1. Forward ideas and suggestions from the general membership to the board
2. Solicit reports from committees, as needed
3. Forward pertinent information to the webmaster for inclusion on the website
4. Sign all indicated documents on behalf of the organization
5. Rotate to Past President position on the board following term as president