



**PCMA Southeast Chapter
Board of Directors Position Description**

Position Title: *President*

Definition:

The president is elected for a one- year term to coordinate the board and chapter activities. This officer may be a Professional member or a Supplier Partner in good-standing with PCMA. The one-year term may be extended if the chapter so dictates and the membership votes accordingly. **Member of the Chapter Executive Committee.**

Responsibilities:

Serves as the chief elected officer, is the official representative of the chapter, and presides at all meetings of the chapter and board of directors. This office, in cooperation with the board, is responsible for general management of the chapter and the development of group efforts to achieve the organizations' mission.

Communication leads to involvement and recognition leads to continued involvement. A chapter president who communicates regularly and effectively with the members and the board and who recognizes their efforts will generate continued interest and motivation of those he or she leads.

Duties:

1. Attend and participate in monthly board meetings, which are conference call and in-person throughout the year
2. Attend and participate in an annual board retreat (typically Thursday – Saturday)
3. Attend and plan mid-year one-day Board retreat (typically in June)
4. Schedule all board meetings
5. Prepares an agenda in advance of all board and chapter meetings.
6. Establishes short and long-term goals for his/ her term.
7. Participates as an ex- officio member, with the right to vote in situation of a tie
8. Represents the chapter at meetings of other organizations or designates an alternate
9. Appoints chair of all non-voting special committees after consultation with the board of directors. Works with chairs on appointments of committee members
10. Offers guidance to all committees in their activities.
11. Terminates, with approval of the board, committee appointments when such appointees are non-productive (by recommendation of the committee chair)
12. Directs the preparation of, and signs when applicable, all official communications.
13. Speaks on behalf of the board on all official matters
14. Keeps board and membership informed of all chapter activities as received from PCMA headquarters.
15. Responds to all communications from PCMA headquarters.
16. Signs checks written for the chapter in conjunction with the Treasurer

10. Is the only officer and board member who may make and sign contracts and agreements in the name of the chapter with approval of the chapter board and in accordance with guidelines promulgated by the PCMA board
11. Approves Chapter Financial reports and Chapter Board Minutes in conjunction with the Chapter Treasurer
12. Conducts Board Orientation in conjunction with the Chapter administrator at annual Fall Board Retreat

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledgeable of PCMA
- Ability to outline needs, target prospects, and effectively engage membership for sponsorship participation
- Ability to work in a fast-paced environment and meet deadlines
- Ability to work on own and delegate tasks
- An excellent, open, articulate, and personable communicator with diplomatic and persuasive communication skills
- Proficient in MS Office (Word, Excel, PowerPoint)

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Ability to perform work utilizing a computer for extended periods of time
- Ability to sit for extended periods of time in performing work
- Ability to travel by air or ground transportation as required in performing the work and abilities as described to perform the job on a consistent basis.