

## **President**

The President serves as the Chair of the Board of Directors. The President ensures that the Board fulfills its responsibilities for governance of the Association. The President works in partnership with the California Association of Marriage and Family Therapists (CAMFT) to achieve the mission of the state Association and to optimize the relationship between the Board, state representatives, and Association membership.

Term: 3 years total (as President-Elect, President, and Past President)

### Essential Duties and Responsibilities

In addition to the essential duties and responsibilities required for all BOD members, the President is charged with the following tasks:

- Serve as the official spokesperson for the Association
- Chair the BOD
- Represent SDNC-CAMFT and the professions in a variety of public information activities
- Collaborate with the state Association and chapter leadership to prepare the agenda for BOD meetings and to ensure that resolutions are carried out
- Attend meetings of SDNC-CAMFT chapter meetings and sponsored events, state Association, related professional organizations, as requested
- Prepare written content for chapter newsletters
- Work closely with the state Association BOD to ensure that chapter BOD activities and functions are coordinated and mutually supportive
- Maintain relationships with the volunteer leaders of related organizations
- Prepare the President-Elect to transition to leadership
- Review the performance of the BOD, and take necessary steps to improve BOD performance
- Familiar with Board procedures and ensures the Board is in accordance with the SDNC CAMFT
- Maintain and transition complete records to the incoming president by utilizing email folders, and place copies of chapter documents in the appropriate shared Google Drive folders, in order to maintain historical information.

*From CAMFT:*

### **Specific duties:**

1. Preside at all meetings of the board and membership.
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3. Meet with committee chairs to discuss programs and activities and oversee and evaluate the activities of committees.

4. Act in a firm, competent, tactful and just manner, permitting full discussion on all debatable motions, yet neutral on controversial matters. The President must respect the opinion of each individual; yet see that each decision is carried out in a harmonious atmosphere.
5. Acts as the primary spokesperson for the chapter.
6. Prepare, in conjunction with the Secretary, an agenda prior to all meetings, adhere to the agenda as it may be amended and open and close meetings in a timely manner.
7. Make sure that written minutes of all meetings are published expeditiously.
8. Oversee the activities of committees, making sure appropriate reports and minutes are prepared and voted on by the board as necessary.
9. Make arrangements, or oversee the making of arrangements, for all meetings and/or functions of the chapter.
10. Arrive at all meetings in a timely manner to see that sites are prepared for the meetings.
11. Be available to the entire membership, especially new members and guests. Display enthusiasm and support for all chapter activities.
12. Arrange for, or oversee the arrangements for, speakers for meetings and events. In addition, acknowledge speaker appearances with letters of thanks on behalf of the chapter.
13. Maintain close contact with the Executive Committee, Board of Directors and Committee Chairs.
14. Oversee the activities of the Secretary and Treasurer making sure that responsibilities are adhered to.
15. Serve as an ex-officio member of all committees.
16. The President will transfer all material pertaining to the role as President to the newly elected President and indoctrinate the newly elected President as to the role of the position.