Position Description	1.01
Date of Enactment	2010
Date last reviewed	June 2022

PRESIDENT

POSITION SUMMARY

The President leads and directs the organization, makes certain the legal, operational, and financial responsibilities are fulfilled, ensures that the organization's mission is accomplished, and represents the organization to the community.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Promote and support the Bylaws, Policies and Procedures, and Position and Committee Descriptions of ANG.
2. Supervise work of the Board of Directors.
3. Maintain and protect the assets of ANG.
4. Schedule-and preside at all regular and special meetings of the Board of Directors.
5. Call and preside at meetings during Seminar as required.
6. Maintain the files of office and transfer these files to successor in accordance with Policy 10.07.
7. With Board of Directors approval, appoint:
    1. Chairmen of Standing Committees
    2. Members of Standing Committees
    3. Exhibit Judges
8. Oversee all contract negotiations. Sign all contracts and legal documents in accordance with Policy 10.01.
9. Manage the Association Management Company.
10. Prepare and submit the following:
    1. Report to the Board of Directors prior to each Board meeting

OTHER DUTIES AND RESPONSIBILITIES

1. Ensure all policies are reviewed annually by the Board of Directors per Policy 10.06.
2. Serve as a member of the Seminar Faculty Selection committee.
3. Serve as *ex-officio* member on all committees except the Nominating Committee.
4. Financial:
    1. Prepare and submit President's Expense Report to the Board of Directors for approval as necessary. The Treasurer will provide the final signature for the President's Expense Report.
    2. Coordinate and prepare annual budgetary recommendations for areas of responsibility and assigned committees and appointees.
    3. Review monthly financial reports.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Professional or volunteer experience in administration and supervision.

2. Experience in development of new programs and educational opportunities, as well as a willingness to facilitate and accept changes to improve the organization for the future.
3. Experience in fiduciary responsibilities relating to protecting the assets of ANG.
4. Recent service on the ANG Board, the Executive Council, or a National Committee; or as an elected officer of an ANG chapter.
5. Experience in leadership, administration and supervision of an organization's staff.
6. Business experience:
    1. Ability to read a financial statement.
    2. Ability to read and understand a contract.
    3. Ability to write/modify a contract.
    4. Ability to understand and manage the priorities of the organization.
    5. Experience in preparing budgets and monitoring expenditures.
    6. Knowledge of Expense Reporting
7. Proficient in the use of the computer: email, word processing, database, and spreadsheet. Internet access is required.
8. Organization, interpersonal and time management skills.
9. Effective written and oral communication skills.
    1. Willingness to review and respond to emails daily.
    2. Must be able to work closely with the President Elect to ensure a seamless transition.
10. Prior attendance at ANG Seminars.

GENERAL:

1. May take classes at ANG Seminars as time allows.
2. This position description may be changed by the Board of Directors.
3. Time Commitment: 20 hours average per week.