

SUBJECT: JOB DESCRIPTION - PRESIDENT

EFFECTIVE DATE: 2/2025
DATES REVIEWED: 2025

DATES REVISED: 1/2025

OVERALL GOAL

The President is the lead steward of the organization.

ACCOUNTABILITY

The President governs CSRC affairs according to the Bylaws and serves the will of the Board of Directors. The President does not lead the Board of Directors, but rather assists in focusing their corporate responsibility. The President understands that all CSRC decisions or positions are solely the purview of the CSRC Board of Directors.

VOLUNTEER OBLIGATIONS

- Preside at all meetings of the Board, Executive Committee and business meetings.
- Serve as official representative and spokesperson as instructed by the Board of Directors.
- Appoint ad-hoc committee chairs and task forces as needed, with Board approval.
- Communicate on a regular/monthly basis with Executive Director, Executive Committee, Region Presidents, and Committee Chairs.
- Will, in the role of Board of Directors Chair, conduct CSRC board meetings in compliance with Robert's Rules of Order with respect and sensitivity, and adherence to the published meeting agenda.
- Will immediately notify the Executive Committee of any encumbrance, conflict or occurrence, temporary or permanent, to fulfilling the duties of the office as soon as it can be reasonably accomplished.
- Assure that an Annual Business Meeting is held.
- Be bonded in such amount as may be required by the Board of Directors and/or the American Association for Respiratory Care.

REQUIRED DUTIES

- Communicate periodic updates and other information to membership by all means appropriate for the message – not limited to and including written, electronic, social.
- Communication timetable minimum:
 - Fall – Welcome and new Board, goals and objectives, Annual Report
 - Winter – Holiday Greeting
 - Spring – Legislative Updates
 - Summer – Election results and convention highlights
- Respond to communications and presidential duties in a consistent and timely fashion.
- Be an ex-officio member of every committee except the Nominating Committee.
- Serve as an ex-officio member of the AARC Delegation
- Prepare agenda for each regular or special meeting at least 4 weeks prior to such meeting to the Board of Directors, except as otherwise specified in the Bylaws.
- Appoint all the standing Committee Chairpersons prior to first fiscal year Board of Directors meeting, subject to Board of Directors approval, with the exception of the Finance Committee.

ESTIMATED TIME COMMITMENT

- Estimated time commitment: 6-8 hours/week.

- Moderate to significant in-state and small amount of interstate travel, including overnight stays of up to 4 days at a time
- Busiest time period: Workload is consistent throughout the year.

MINIMUM POSITION REQUIREMENTS

- Meets requirements of Board of Directors Position
- Qualifications: Well versed in CSRC Operations, Robert's Rules of Order, Professionalism & Professional Communication, Etiquette, Ethics.
- Desired Experience: CSRC Board of Directors, previously serve as local Regional Officer, public speaking with supervisory or managerial experience desired.

METRICS

Minimum quarterly communication to membership

Monthly report to Board of Directors

Monthly communication with Executive Director

Post board meeting survey to determine meeting effectiveness