

SAMPLE BOARD DESCRIPTIONS

Position: **President**

Description:

Exercise executive leadership and supervision over all business affairs and activities of the chapter. Act as Chair of the Board of Directors.

Responsibilities:

Preside at all regular meetings of the Board of Directors and the membership.

Establishes the agenda and schedule for all regular and special meetings of the Board of Directors and the membership.

Executes contracts and other instruments on behalf of the chapter with the Secretary and/or Treasurer or any other designated officer, as duly authorized by the Board of Directors.

Authorizes all expenditures of chapter funds with approval of the Board of Directors.

Appoints Chairs and Members of all standing committees and special task forces, subject to Board ramification.

Facilitates the annual chapter self-evaluation and audit of activities that includes a review of standing committees and special task forces.

Serves as the primary liaison to ACC Headquarters and attends necessary programs and meetings in support of on-going chapter relations.

Acts as chief representative of the chapter to external audiences, organizations and agencies, including the community at large.

Ensures compliance with all reporting obligations to Federal and State governments and to ACC Headquarters.

Conducts a year-end transition meeting with the outgoing and incoming Board of Directors.

Maintains chapter records through Intralinks VIA, so correspondence, activities and records can be easily transferred to the incoming President.

Performs any other non-specified duties necessary to further the business of the chapter as duly authorized by the Board of Directors.

Ensures that the annual chapter activity report is submitted to ACCA National.

Term of Office: One (1) year

Qualifications: Must be a current member of ACC, in good standing.

Demonstrated leadership skills, strong business acumen, and a commitment to perform in an orderly and responsible manner all duties of the office.

Have the ability to attend the ACC Leadership Development Institute (held in conjunction with the ACC Annual Meeting).