



President Roles & Responsibilities

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Job Purpose (per Bylaws)

The Board President shall be an ex-officio member of all committees. They will, when present, preside at all meetings of the Society and of the Board. In their absence, the Vice President shall preside at any such meetings. In the absence of both, a Chairperson may be elected at the meeting to preside. The typical term of office will be two years but subject to resignation or termination as applicable. Retiring Directors may offer themselves for re-election to a maximum of two (2) consecutive terms in the same position. The President is an Authorized Signing Officer.

Duties

- Duty of Care — Has a legal responsibility to participate actively in making decisions on behalf of the organization and to exercise his or her best judgment while doing so.
- Duty of Loyalty — Must put the interests of the organization before their personal and professional interests when acting on behalf of the organization in a decision-making capacity. The organization's needs come first.
- Duty of Obedience — Bear the legal responsibility of ensuring that the organization complies with the applicable federal, state, and local laws and adheres to its mission.

Responsibilities

General:

- Attend all board and committee meetings and as many functions, such as special events as possible.
- Be informed about the organization's mission, services, policies and programs.
- Prepare for board and committee meetings by reviewing the meeting agenda and supporting materials.
- Serve on committees or task forces and offer to take on special assignments when capacity allows.
- Inform others about the organization. Advocate for the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on developments in the organization's field.
- Follow the bylaws and code of conduct of the organization.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's financial statements.



Specific:

- The Board President leads the organization in strategic planning. In consultation with the Board members, the Board President sets short and long-term goals to ensure the organization is mission-centered and outcome-oriented. They decide all questions of order at meetings and casts the deciding vote in the event of a tie.
- The Board President is responsible for tracking organizational progress and evaluating the completion of established goals. This usually involves a full assessment of organizational needs, reviewing financial statements and digging deeper into community needs.
- The Board President convenes the Executive Board in regular meetings and planning retreats ensuring members have a reasonable opportunity to express their views.
- The Board President monitors progress of Committees and aligns their work with organizational mission and goals.
- The Board President appoints new Board members to backfill a position vacated before the end of the term of office with the approval of 2/3rds majority of the Board.
- The Board President will act as the liaison for any external legal counsel requirements.
- The Board President leads fundraising efforts and coordinates special finance campaigns. This often involves meeting with individual donors, seeking the support of corporate sponsorship and tapping organizational constituents for individual donations.
- The Board President will be the voice and lead for the marketing strategy, promotion and communications efforts of the BCPA. This will include the coordination of advertising, media and public relations.
- Sign contractual documents of the Society and ensure that the terms of the contracts are adhered to by all parties.
- Upon termination of office, surrender all books, records and other properties of the Society to his/her successor.

Tasks