



President Job Description

Purpose

The President serves as the Chief Volunteer Officer of the organization, and assumes responsibility for IPPA's achievement of its mission and financial objectives. Provides leadership to the Board of Directors, and encourages the board's role in planning, financial accountability, fundraising, and evaluation of program performance.

Responsibilities

- Understands the Association – is well acquainted with the organization, its history, mission, current role, finances, programs and services, constituency and staff; understands the external forces that affect the organization.
- As a partner with the Executive Director, assures that the board fulfills its responsibilities for the governance of the Association.
- As a partner with the members of the Board of Directors, optimizes the relationship between the Board and the management of the Association.
- Chairs the Board and Executive Committee meetings and works with the Executive Director and Secretary to develop the agenda. Helps guide and mediate Board actions with respect to association priorities, and governance concerns.
- In partnership with the Board, appoints committee chairs and project team leaders with an eye to future succession. Serves as ex officio member of all committees.
- Regularly reviews all committee/team and board activities and presents new ideas/information to appropriate persons.
- Assigns Board members to be liaison to committees/teams.
- Works with the Executive Committee and the Executive Director in recruiting members of the Board and other talent for whatever volunteer assignments are needed.
- Annually focuses the attention of the Board of Directors on matters of organizational governance which relates to its own structure, role and relationship to the management of the Association.
- Presents to the Board of Directors an evaluation of the pace, direction, and organizational strength of the Association.
- Assures that member services are provided and that members are surveyed regularly to obtain their input into the strategic and tactical development process.
- Writes Presidents Column for the newsletter, and prepares annual report for presentation at the World Congress.
- Serves (in coordination with the Executive Director) as the primary spokesperson for the Association.