

## NEW HAMPSHIRE ASSOCIATION

### JOB DESCRIPTION

**Title:** President-Elect, NHRA

**Reports To:** NHRA President

**Purpose:** To act as an assistant to the President: to work closely with the President to acquire in-depth knowledge of organizational goals and procedures in preparation of assuming the Presidency; act as the President in the President's absence.

**Term:** One year with a three year commitment (succession to President and Past President). Term begins January 1<sup>st</sup> and ends December 31<sup>st</sup> of the same year.

#### **Expected**

**Attendance:** Attendance at all monthly Board meetings; attends committee meetings as appropriate; attends annual meeting; attends Board retreats, workshops, and other Board development activities

#### **General**

**Obligations:** Be knowledgeable of NHRA Constitution and By-Laws  
Be well informed on issues and agenda items in advance of meetings  
Contribute skills, knowledge and experience when appropriate  
Assist in establishing policy  
Assist in short term and long term planning  
Help maintain fiscal health of the NHRA  
Act in a manner consistent with code of ethics of the profession  
Act as a representative of the members of the organization  
Uphold mission of the organization  
Be knowledgeable of current issues in the field and divisions  
Promote membership in NHRA/NRA

#### **Specific**

**Duties:** Works closely with President to learn President's job  
Acts as President in his/her absence  
Acts as chair of the annual conference committee  
Ex-officio member of all committees  
Acts as member of Executive Committee  
Succeed President at end of his/her term  
Performs duties of Board Member-at-large