

NEW HAMPSHIRE ASSOCIATION

JOB DESCRIPTION

Title: President, NHRA

Reports To: NHRA Executive Committee and NHRA Membership

Purpose: Responsible for directing and overseeing the operation of the NHRA Board of Directors; officially represents the NHRA in all matters; maintains contact with and reports to the NRA; runs monthly board meetings and executive committee meetings, insures fiscal health of organization; insures organization operates within it's mission statement

Term: One year. Term begins January 1st and ends December 31st of the same year. Assumes position of Past President at end of term.

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: Chairs monthly meetings and executive committee meetings
Serves on the NERA Board
Maintains connection and completes required reports to the NRA
Attends national conferences (or designates another member to attend)
Presides over annual meeting
Maintain committee structure sufficient to perform business of NHRA
Appoint committee chairs
Appoint Nominating Committee and tally votes
Prepares President's Message for newsletter
Schedules Board meetings
Acts as official representative of NHRA and its divisions