

Job Description

Title: President

Summary: Plan, develop and establish policies and objectives of the organization in accordance with [insert Affiliate Name] Board directives and the [insert Affiliate Name] Strategic Plan. Responsible for the day-to-day operations of the Association, its subsidiaries, and business units. Facilitate communications with and the relationship between the Association, the Board of Directors, the Secretarial Council, the Affiliate Managers, and the general membership.

Essential Responsibilities:

In accordance with the Board of Directors, its assigned committees and workgroups, develop, communicate, and implement the strategic goals and objectives of the Association.

Assist the Chairman of the Board and the Board in the fulfillment of its governance function.

Provide direction and leadership toward the achievement of the Association's philosophy, mission, strategy, and both its annual and long-term goals and objectives.

Serve as director or executive officer of any entity related to [insert Affiliate Name].

Serve as ex-officio member of the National Board and all of its committees and workgroups.

Facilitate and foster open lines of communication and continued partnering with the affiliate network and our members.

Develop revenue opportunities for the Association.

Promote the "Brand Name" of the Association.

Reports to: Board of Directors

Major Functions/Accountabilities:

Strategic Positioning: Implement the strategic goals and initiatives as developed and directed by the [name of Affiliate] Board.

Board Administration and Support: Support operations and administration of the Board of Directors by advising and informing Board members of all operational and financial performance and governance-required or related activities of the Association. Make recommendations to the Board which may enhance and/or improve [name of Affiliate]. Organize Board meetings and implement the directives of the Board of Directors. Assist Committee Chairs and Work Group Leaders in the performance of their duties.

Programs, Publications, and Service Delivery: Oversee the design, marketing, promotion, delivery, and quality of [name of Affiliate] programs, publications, and services.

Financial, Tax, Risk, and Facilities Management: Coordinate, consolidate, review, and refine the annual budget prior to presentation to the Executive Committee for approval and recommendation to the Board. Prudently manage the resources of the Association within the Board approved budget guidelines. Review

activity reports and financial statements to determine progress and status in attaining objectives, and revise objectives and plans in accordance with prevailing conditions. Supervise and manage all contracts within [name of Affiliate] Policy. Oversee tenant leases and the maintenance of the [name of Affiliate] building and grounds.

Public, Affiliate and Member Relations: Assure the organization, its mission, programs, and services are consistently presented in a strong, positive image. Forge strategic alliances and partnerships, seek opportunities for public appearances and press interviews to strategically position the Association as the foremost authority on commercial/business credit. Build strong Affiliate and Member relations by attending functions, delivering speeches, making presentations, and fostering communication.

Government Relations: Oversee the Association's state legislative agenda and ensure the Association's continued presence at the State Capitol to further the interests of commercial/business credit grantors.

Human Resource Management: Effectively manage the human resources of the organization by implementing and maintaining personnel policies and procedures that conform to the [name of Affiliate] governance policy.

General Management: Direct responsibility for the management and operation of the business affairs of the Association and its employees. Provide direction and leadership to department managers and staff executives to develop objectives and strategies that support [name of Affiliate] strategic initiatives and goals. Mentor subordinates and delegate responsibility, where possible, to facilitate growth and stability in the organization.

Perform such other activities that may enhance and promote the good standing, reputation, and services of [name of Affiliate] to members and affiliates.

Dated: January 25, 2005