



President Position Description

ROLE

The president serves as the College's chief elected officer and represents the interests of the entire membership. The president is a member of, and chairs the meetings of, the Board of Governors and Executive Committee. The president provides leadership and serves as the College's official spokesperson. In close cooperation with the Chief Executive Officer, the president ensures that College activities are conducted in accord with the policies and priorities established by the Board of Governors.

RESPONSIBILITIES

1. Facilitates decisions to ensure that College activities are focused to achieve its mission, strategic plan and organizational priorities.
2. Focuses the Board in strategic planning through the development of strategic Board meeting agendas.
3. Presides at all meetings of the Board of Governors, Executive Committee, and the STATED ANNUAL MEETING of the membership, and attends all meetings of the CAP House of Delegates.
4. Serves as the College's official spokesperson and representative and delegates these responsibilities, as necessary, to other officers, members of the Board, and other College leaders.
6. Recommends council, commission, committee, and project team appointments to the Board of Governors for approval.
7. Supports and communicates CAP policies and programs adopted by the Board of Governors.
8. Promotes interest and active participation in the College by reporting on College activities through editorials, reports at House of Delegates meetings, and other communications.
9. Solicits advice and counsel from other officers, the Chief Executive Officer, the Executive Committee, other members of the Board of Governors, executive staff members and legal counsel as appropriate.
10. Communicates support and feedback of the Board of Governors and other leaders to the Chief Executive Officer.
11. Provides an environment conducive to comprehensive analysis of issues and assessment of benefits and risk in an open dialogue between Board members and the Chief Executive Officer.
12. Abides by the CAP Constitution and Bylaws, Policy Manual and Strategic Plan.
13. Addresses complaints of harassment of any form or other inappropriate behavior of members engaged in CAP activities.
14. Reviews the annual Conflicts of Interest Disclosure Report of the Board of Governors and the Executive Committee and addresses any potential conflicts of interest.
15. Participates in the orientation program for new board members.