



JOB DESCRIPTION:

PRESIDENT

The President must be duly elected to office by the Board of Directors of the IECA Northeast Chapter (“NEC”) for a one-year term. The President must be a current member in good standing of the IECA and the NEC.

The primary purpose of this position is to provide the Board of Directors (“Board”) and the Chapter with the leadership and guidance needed to fulfill the NEC’s short and long-term goals. The person in this position must interact with the Board individually and as a group in matters pertaining to the administration of the Chapter.

This is the most responsible position on the Board. A person serving in this position should have an in-depth knowledge of the NEC’s mission and very good communication & administrative skills.

DUTIES AND RESPONSIBILITIES *include but are not limited to:*

- o Approves minor (\$500 or less) expenditures of NEC funds that are in the best interest of the Chapter. If immediate action is not required, expenditures are to be brought before the entire Board.
- o Acts as the NEC spokesperson for Chapter events and at events sponsored by similar groups.
- o Develops the agenda for Board and Membership meetings.
- o Presides at & conducts all Board and Membership meetings in accordance with “Roberts Rules”
- o Calls for votes on resolutions made at NEC meetings; in the event of a tie vote, the President votes as the “tie breaker.”
- o When warranted, conducts and presides over “special” Board meetings to address critical issues needing immediate attention between scheduled board meetings (typically, this would be via email).
- o Presides as chairperson of the NEC’s Executive Committee.
- o Creates or abolishes committees when needed, typically with input provided by the NEC Vice-President.
- o Appoints the Chairperson to all active NEC committees, reviews committee staffing and oversees all associated activities.
- o Provides the guidance, leadership and professional integrity to keep the NEC in the forefront of the erosion control industry.
- o Upholds NEC’s Bylaws.
- o Leads the Board of Directors in long range planning.
- o Upon taking office, provides the Board with a plan of action to fulfill his/her goals established for the ensuing year.