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**Job Description: President**

**Term:** The term of office of each member of the Board of Directors shall be for three years or until a successor is elected. Term of office shall commence at the Annual Meeting of the Institutional Members in the year in which they are elected.

**Elected/Appointed:**  Elected

**Position**: The President is a voting member of the Board of Directors and Executive Committee

* *The President, or a person designated by the President, shall be the spokesperson for ACAPT and be responsible for relations with groups or individuals external to ACAPT, within or outside of the Association.*

**Specific Responsibilities: In working with the Board of Directors, the President shall**

1. Preside at all meetings of the Board of Directors and Executive Committee.
2. Encourage strategic direction and engage the board in program evaluation.
3. Submit an annual written report of the activities of ACAPT at the Annual Meeting.
4. Prepare the agenda for all ACAPT Board meetings.

**Comprehensive Responsibilities: The President shall**

* Cultivate a strong, working partnership with the chief executive.
  + Understand and support a clear delineation between the chief executive’s management role and the board’s governance role
  + Create board meeting agendas
  + Oversee the hiring, evaluation, and compensation of the chief executive
* Lead the board in governing the organization.
  + Assume ultimate responsibility for the integrity of the organization’s finances, working with appropriate board members and committees to oversee the budget of the organization and ensure resources
  + Mentor incoming board chair
  + Lead a comprehensive board self-assessment every two years
* Play a leadership role in community relations.
  + Cultivate relationships with individual donors, funders, and other key community stakeholders
  + Speak for the board in the event of a controversy or crisis

**Qualifications**:

*The board chair position is the most time-intensive officer position and requires a unique balance of skills. Effective board chairs combine organizational skills with advanced facilitation and engagement techniques, developing strong relationships with both the chief executive and their fellow board members.*

* Strong knowledge of organization’s work
* Demonstrated commitment to exceptional board practices
* Experience in group facilitation, encouraging open communication and in-depth discussion
* Ability to devote adequate time to board responsibilities
* It is recommended that the President should not also hold a leadership position in an ACAPT consortium or APTA Academies because of potential conflicts.

**Fiduciary Responsibilities of the Board:**

**Duty of Care:**This duty requires officers and directors to exercise *ordinary and reasonable care* in the performance of their duties, exhibiting honesty and good faith. Officers and directors must act in a manner which they believe to be *in the best interests of the association*, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.   
  
**Duty of Loyalty:**This is a duty of faithfulness to the organization. This means that officers and directors must give undivided allegiance to the organization when making decisions affecting the organization. In other words, officers and directors cannot put personal interests above the interests of the organization. Officers and directors should be careful to disclose even *potential* conflicts of interest to the board of directors, and should recuse themselves from deliberation and voting on matters in which they have personal interests.

**Duty of Obedience:**This duty requires officers and directors to act in accordance with the organization's articles of incorporation, bylaws and other governing documents, as well as all applicable laws and regulations.

**Policies and Procedures**

Board members will be expected to be familiar with ACAPT’s bylaws, standing rules, and other polices and procedures. Additionally, board members will be asked to sign a Conflict of Interest statement and to be familiar with ACAPT’s Antitrust Compliance Guidelines.

**Typical time commitments**:

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| Activity | Frequency | Time Required |
| Board conference calls | Monthly | 1.5 hours on the call, recommended 1 hour for advanced prep, and 30 minutes for follow-up after the call with any groups to whom the board member serves as a liaison to ensure responsible parties are informed of board directives, etc |
| President – Vice President – Executive Director conference calls | Bimonthly | 1.0 hour on call, 30 min advanced prep, 30 minutes for follow-up |
| Board meetings that may include face time with stakeholders | 4x/yr | * CSM – approximately 3-4 interactions (board meeting and other meetings with stakeholders) * April – 1.5 day retreat * NEXT – approximately 2-3 interactions (board meeting and other meetings with stakeholders) * ELC - keep the Tuesday-Sunday of the conference available (board meeting and other meetings with stakeholders) |
| Emails/conference calls/phone calls | Ongoing | Communications with representatives of member institutions to keep them apprised of ongoing activities, important issues, etc;  Communications with ACAPT leadership groups to whom the board members serve as liaisons; engagement with APTA, CAPTE, FSBPT, and outside partner organizations where necessary; routine phone calls with individual board members, executive director or others associated with ACAPT business |
| Attend APTA BOD Meetings | At least 2/year | 1-2 days depending on travel and agenda; most meetings at APTA in Alexandria, VA |
| Attend annual FSBPT conference and Leadership meeting | 2 each year; Life in the summer and annual meeting each fall | Represent ACAPT at both meetings as liasion with FSBPT |
| Education Leadership Partnership (ELP) meetings | Monthly conference calls, face to face meetings | Attend as needed or as interested. Conference calls 1-2 hours; face to face – 4 hours at least three times per year – CSM, NEXT, ELC |
| Graham Sessions (sponsored by PP Section) | Annually in January | Represent ACAPT, attend and listen; one and a half days of conference |

**Resources:**

The APTA Communities has references, including a handbook for Presidents and recorded webinars of various leadership training and specific aspects of the APTA. Robert’s Rules of Order Newly Revised, In Brief will serve as a resource for the president for managing the chapter and Board of Directors meetings.

*Job description revised 6/2018*