



JOB TITLE: PRESIDENT

JOB PURPOSE: PROMOTE THE MISSION, PROGRAMS AND IMAGE OF THIS ORGANIZATION

PRESIDENT PROFILE:

The mission of this organization is to ensure humane, compassionate treatment of all animals entrusted to its care, reunite lost animals with their owners, provide for all adopted animals to be placed in responsible, permanent homes and extend humane education to the public.

The primary result expected from the **PRESIDENT** is to demonstrate leadership behaviors while setting outcomes and establishing standards of conduct, assure that policies can be properly and consistently implemented through appropriate organizational structure and assure that the BOD lives up to its duties, roles and responsibilities.

DUTIES OF PRESIDENT:

Exercise the following legal duties at all time while serving this organization:

1. The Duty of Care by using reasonable care and competency when making decisions.
2. The Duty of Loyalty by making decisions based on the best interest of the organization and putting aside personal benefit.
3. The Duty of Obedience by being faithful to the accomplishment of the organization's mission.

RESPONSIBILITIES/ EXPECTATIONS:

1. Preside at all meetings of the Board, Executive Committee and membership
2. Have general supervision of the overall affairs of the total Corporation
3. Countersign all papers and documents requiring such action
4. Appoint committees as may be deemed necessary by the BOD
5. Call special Board meetings as necessary
6. Deliver a comprehensive report of the activities and policies developed by the BOD at the annual membership meeting
7. Act as the official spokes person of the Corporation or direct someone to fill these duties.
8. Serve as an ex-officio member of all committees
9. Attend all functions, such as special events of the corporation
10. Be informed about the organization's mission, services, policies and programs
11. Review agenda and supporting materials prior to board and committee meetings

12. Ensure meeting notices and agendas are received by the BOD and membership in accordance with the organization's by-laws
13. Inform others about the organization
14. Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization
15. Keep up to date on developments in the organization's field
16. Give significant in kind services, volunteer hours or cash contributions to the organization
17. Follow conflict of interest and confidentiality policies.
18. Recommend who will serve on committees
19. Refrain from making special requests of the staff
20. Work in partnership with management to make sure board resolutions are carried out
21. Assist Executive Committee in conducting new board member orientation
22. Oversee searches for a new chief executive
23. Coordinate with the Personnel Committee the chief executive's annual performance evaluation
24. Periodically consult with board members on their roles and help them assess their performance.
25. Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.