

ArSHA President

DUTES AND RESPONSIBILTIES OF THE PRESIDENT:

ArSHA By-Laws

Article V Section 3 Duties:

- “A. The President shall be the Chief Executive Officer of the Association and shall:
- i. Preside at all regular meetings of the Association.
 - ii. Call emergency meetings of the Association, Executive Board, or any of its committees.
 - iii. Appoint, at the direction of the Executive Board, all chairpersons of special committees, the Student Representative, and any Task Forces as appropriate to the current needs of the Association.
 - iv. Define the duties of a committee whenever such duties have not been adequately defined by the Association.
 - v. Promote the interests of the Association in all ways.
 - vi. Oversee all official correspondence of the Association.
 - vii. Oversee financial issues of the Association.
 - viii. Oversee contracted personnel for management of the Association, lobbying and legal services.
 - ix. Attend Executive Board meetings.

Article V Section 4 Terms of Office:

- A. Terms shall commence on the first of July following the election of the officer.
- B. The President, President-Elect, and Past President shall serve one-year terms.
- F. Vacancies other than President-Elect, which may occur during the Association’s year shall be filled by appointment by the President with the approval of the Executive Board. If the President-Elect cannot complete a term, the Nominating Committee shall nominate two people, and a special election shall be conducted.”

THE FOLLOWING ACTIVITIES ARE EXAMPLES OF OTHER DUTIES THE PRESIDENT MAY BE CALLED UPON TO MANAGE:

- Review and assist with budget and fiscal issues
 - Will follow up with accountant to ensure that annual corporation filings are complete
 - Will follow up with accountant to ensure that annual tax returns are complete
 - Will follow up with Treasurer to ensure that annual CSAP and ASHA CEU provider fees have been paid
 - Oversee entries completed by treasurer of revenue and expenses in accounting system
- Meet with ArSHA lobbyist at least yearly
- Attendance and participation in CSAP meetings and list serv is recommended
- Prepare annual report for business meeting held during convention
- Locate and reserve location for executive board meetings
- Attend committee, task force, and other meetings as necessary
- Be the liaison between ArSHA and the Arizona Department of Education, Arizona Department of Health Services, and other government bodies
- Answer emails and phone calls on behalf of ArSHA and its membership
- Oversee and coordinate association activities with the Administrative Assistant
- Prepare and review executive board meeting agendas
- Review executive board meeting minutes
- Provide presidential address for newsletter and website

ArSHA President

- **Oversee annual convention activities**
- **Serve as member and attend budget committee meetings**
- **Complete annual performance review for any contracted or employed staff**
- **Other duties as necessary**

Approximate commitment of time, hours/week: require between 1 and 12 hours per week.