



Position Description: President

Qualifications:

1. Have served on the NAAP Board for at least two (2) years within the last six (6) years prior to nomination.
2. Have been an active member in good standing for at least three (3) years prior to nomination.

General:

1. Possess good written and verbal communication skills.
2. Possess basic computer skills/Internet knowledge; access to e-mail at home.
3. Possess good understanding of NAAP Board functions and purpose.
4. Good judgment and problem-solving skills
5. Possess leadership skills and qualities.
6. Good understanding of Robert's Rules of Order.

Function:

To direct the affairs of the NAAP Board.

General Duties:

1. Attend all NAAP Board meetings including in-person Annual and Mid-Year, scheduled teleconferences, appropriate committee and membership meetings.
2. Submit Annual Report, and other reports as requested.
3. Respond to all mailings and/or e-mails in a timely manner.
4. Vote on all Board requested motions in a timely manner.
5. Annually review, and if necessary, revise Position Description, Policies and Procedures, forms, and lists related to this position
6. Submit articles for the NAAP e-blasts and website as established in the Annual Work Calendar and when requested.
7. Represent this position, on issues pertaining thereto, at the Annual and Mid-Year

meetings of the NAAP members.

8. Submit an annual budget, approve expenditures, maintain accurate expense records, and submit requisitions for reimbursement for this position.
9. During open nominations, submit names of possible candidates to the Association Director.
10. Submit drafts of all written communication -- website articles, newsletter articles, forms, e-blast communications, etc., to the designated Board member(s) for proofreading prior to sending to external recipients.

Specific Duties:

1. Preside over the meetings of the NAAP Board members.
2. Serve as Chair of the Board of Directors.
3. During NAAP Board meetings a list of Board action items shall be documented by the President. All action items shall include the name of the Director responsible and a deadline. The President shall review this on a monthly basis and provide reminders to each Director regarding specific action items and deadlines.
4. Serve as an ex-officio member of all councils/committees, with the exception of the Ethics Committee.
5. Appoint, subject to approval by the Board, committee chairs, and appointed representatives to related organizations, as required in the By-Laws.
6. Serve as Chair of the Education Council. Work with Council to develop educational opportunities for NAAP members, including but not limited to annual conference schedule, virtual and in-person workshops and in-depth courses for professionals with defined needs.
7. Assume responsibility for organizing conference education: act as liaison between NAAP and conference speakers, gather session handouts and assign session monitors.
8. Represent NAAP in communications with the National Certification Council of Activity Professionals.

9. Formulate the agenda and Order of Business for the NAAP Board meetings, Strategic Planning Session, conference calls, video conferences, and the Annual Membership Meeting.
10. Give annual State of the Profession webinar during National Activity Professionals Week.
11. Co-sign contracts as required.
12. Be a signer on the NAAP Bank account and review bank records and the Financial Director's reports monthly.
13. Be an authorized signatory of checks and financial contracts as needed.
14. Speak as a representative of NAAP or appoint an appropriate designee.
15. Oversee the orientation for new Board members.
16. Work with the Board to develop an agenda for the meetings during the Annual Conference and the Mid-Year meetings.
17. Vote on motions when the outcome is tied and needs to be decided.
18. Be present and available at the NAAP Conferences for member's questions.

Approved: 11/11/19; 5/18/20