

**Official Title: President**

**Reports to: Board Chair**

**Term: One year (calendar year)**

**Compensation: \$500 per month, paid quarterly**

**Budget Responsibility: Administration**

### **Position Description**

The President will

- Ensure the mission of the organization is executed, its programs are carried out in support of that mission, its finances are managed to carry out that mission
- Appoint and manage staff
- Establish and carry out organizational policies and procedures
- Direct and oversee the organization's budget
  - Submit annual budget to the Board in compliance with by-laws
- Oversee annual board elections
  - Publish request for nominations in July of each year
  - Place nomination form on [minnregs.com](http://minnregs.com) website in July
  - Close nominations in early October
  - Conduct elections (active members only) by paper ballot at the November Luncheon meeting.

- Results (compiled by Recording Secretary) announced at the November Luncheon meeting.
- Swear in new board members at the January Luncheon meeting
- Plan annual luncheon program schedule
  - Select topics of interest to the membership
  - Identify capable speakers based on topics
  - Schedule speakers
  - Obtain information from speakers about support requirements
  - Explain subject, time allocation and all other pertinent information about the speaking engagement to each speaker
  - Publish speaker information in the MVA Newsletter at least one month in advance of each engagement
- Compose “President’s Message” for newsletter by the 10th of each month
- Serve as Master of Ceremonies at monthly luncheon meetings
- Negotiate and approve operational agreements and contracts
- Analyze budget reports
- Identify areas to manage costs and improve programs, performance and policies