



# **PRESIDENT**

## **ABA Job Description**

### **BASIC FUNCTION**

Responsible for the general conduct and affairs of the Corporation and presides at Convention and other ABA meetings.

### **PRESIDENTS QUALIFICATIONS**

1. General leadership ability/experience
2. Have background knowledge of the workings of ABA
3. Organizational skills, presiding experience and typing ability desired
4. Time to carry on extensive correspondence and communication
5. Ability and basic skills to access the internet and familiar with the use of email.

### **CURRENT PROCEDURES**

1. Prepare an agenda for your first Executive Board meeting as President after your election on the last day of the convention that you are First Vice President. Prepare lists of appointees and make an address list of officers, appointees and committee chairs. Appointees need to be approved by the Executive Board at your first meeting and are generally announced at the banquet after you are installed as President.
2. Include all Executive Board members when conducting ABA business by mail/email.
3. Answer correspondence promptly.
4. Receive committee and appointee reports during the year of meetings and activities. As President you are an ex-officio member of all committees except for the Audit and Nominating Committees.
5. As President, you may assign a committee or appointee to report to the First Vice President and/or Second Vice President if s/he so desires, with progress reports to be submitted as needed
6. During your term of office, have your name and year engraved on base of the General Grant Bell.
7. Contribute pertinent information to Presidential files (a.k.a. President's Box) and give to incoming President at the close of convention, if possible, or within 30 days following convention.
8. Maintain close contact with the Convention Coordinator and Convention Committee for the coming year's convention (that you will be presiding as President). Make sure you have a voice – this is your convention year. Visit the hotel if possible.
9. Coordinate with the Convention Coordinator on the Convention's Program. Assign people for agendas, invocations or other presentations. Forward list to the Coordinator as early as possible for printing.
10. The President is responsible for head table seating assignments at general meetings, luncheons, dinner, and banquet. Notify involved persons of their seating at the head table. Common practice has been (but does not need to continue):



- a. First Lunch – Second Vice President introduces First Timers and serves as ‘Master of Ceremony’.
  - b. First Dinner – First Vice President introduces and recognizes the attending Past Presidents.
  - c. Second Lunch – The Auction Coordinator reports on the auction and recognizes the auction team members.
  - d. Banquet – The installation of new officers and closing of convention.
11. Prepares the agendas for the Executive Board and General Meetings and forwards copies to Board members.
  12. Reviews the reports from all ABA positions that were sent to the Secretary. Includes appropriate topics on agendas for the Executive Board meetings and General Meeting.
  13. The President presides at convention General Meetings, Executive Board meetings, and Banquet.

## **All ABA Position Instructions**

(officers, appointments, coordinators and committee chairs):

Review your Job Description and send any updates or note of ‘no changes’ to the Job Description Coordinator towards the end of your annual term.

Remit to Treasurer all expenses, with receipts by the end of fiscal year, March 31<sup>st</sup>.

Committees, whose budgets are large, remit expenses with receipts for payment periodically.

Prepare an annual report for your position and email/mail the report to the Secretary no later than one month before convention.

Complete and return by email the Discussion Form sent to you by the Secretary no later than one month before convention.

### **Important information for name and logo copyrights:**

In any print communications there must be the use of the trademarks for the name and logo for ABA.

The first time the organization’s name appears it must be capitalized with the registered trademark following. THE AMERICAN BELL ASSOCIATION®. For the registered trademark: ctrl+alt+r will work on most keyboards. ®

The name of *The Bell Tower*<sup>sm</sup> must have a superscript sm after it. The sm superscript can be made by clicking the superscript icon in your word processing program sm.

The logo must be the official logo of ABA with the registered trademark.