



## **Presidential Stream – President Summary of Responsibilities**

*Revised: March 2017*

### **Summary of Charge**

The President is responsible for:

- Monitoring the implementation of the EnglishUSA Strategic Plan
- Working closely with the Executive Director and the Executive Board to provide leadership to the organization.
- Communicating regularly with the membership
- Collaborating with the Executive Director and Advocacy stream to maintain communication with appropriate governmental agencies, advocacy/public policy personnel in other organizations
- Coordinating the Executive Director's annual evaluation
- Planning Executive Board meetings (soliciting agenda items 2 weeks in advance and working with the ED to prepare agenda) and reporting on activities/issues/ concerns to board in Fall prior to Stakeholders, in January prior to the Professional Development Conference, and in May/June prior to the NAFSA Annual Conference. These meetings are generally one full day. There are also 2-3 virtual meetings per year
- Attending Finance Committee meeting (prior to board meetings)
- Establishing regular communication with the Executive Director
- Assisting Executive Director with conference proposal submissions to NAFSA and co-present with Executive Director at NAFSA conference and other opportunities that may arise
- Attending lunch at NAFSA with new and continuing board members
- Contributing to virtual orientation with new board members

### **Length of Term**

One year as President-Elect, one year as President, one year as Past President

### **Committees**

- The President and President-Elect serve on the Finance Committee. The President also selects 5 members for the Nominating Committee to be approved by the Executive Board (immediately following NAFSA). The President and President-Elect also serve on the CIEPA (Council of IEP Associations) organized through NAFSA (with one closed meeting at NAFSA)

### **General Responsibilities**

- Attend all board meetings, annual business meeting and reception, Stakeholders Conference and Professional Development Conference
- Align activities with the goals of the EnglishUSA strategic plan
- Review the strategic plan annually and contribute to its revision as necessary
- Contribute to the recruitment of new board members
- Participate in the annual evaluation of the Executive Director at board meeting before NAFSA
- Mentor President-Elect
- Contribute to the EnglishUSA Newsletter or blog