

## **PRESIDENT'S JOB DESCRIPTION/RESPONSIBILITIES**

**The President is an elected official of the Association and serves for a term of one year, which is from Annual Meeting to Annual Meeting. The President is a member of the Executive Committee. Said Committee approves presidential appointments, acts in an emergency for the interests of the Association, and has the authority to spend amounts as authorized by the Board of Directors. (Article 6, Paragraph 1)**

The President is also a member of the Board of Directors. Said Board transacts all business submitted to it by the President and authorizes payment and approves expenditures of the members of the Board that are deemed necessary to properly perform their duties, if such funds are available. (Article 6, Paragraph 2)

It is the President's option to have a mid-year board meeting. It helps to plan the goals for the year and the annual conference. It sets a guideline for the year and helps the President use the minutes as a checklist and reminder.

The President should follow the Bylaws of the Association.

- All official heads and committee chairpersons should follow the Long Range Planning Goals.
  - All official heads and committee chairpersons should read the minutes from the past to inform themselves of what was said that may help any of the officials and/or committees. (This helps to keep up with past and the future events or what we have to do in the present.)
1. The president will appoint all appointed officers and committee chairpersons and members, subject to approval of the Executive Committee.
    - a. Have a list of names ready to appoint.
    - b. Gather the Executive Committee after the annual meeting:
      - i. Hold a short meeting to approve committee chairs and other officers.
      - ii. Give packets to committee chairs at the meeting.
      - iii. Instruct the chairs to read the Guidelines, which will tell them what you expect for the year and any other ideas that they may have to continue the work already in place.

- iv. One of the most important duties for the chairperson is that they send a quarterly report to the President. (The reports will be put in the newsletter.)
2. Must submit a proposed budget for the Annual Meeting with specificity as to revenue raising. Due June 1 of each year.
3. Will preside at the Annual Meeting of this Association.
  - a. Will organize it and make up agenda for the Annual Meeting.
  - b. Any major decisions concerning the agenda will be decided by the Executive Committee.
  - c. The Parliamentarian shall help keep the meeting in order when making final decisions on topics that are being voted on.
  - d. The President should be well-informed on the Roberts Rules.
4. Will preside at any regular and/or special meetings.
  - a. Will organize it and make up agenda for these meetings and email it to the Executive Committee and/or whoever is participating.
  - b. Hold meetings periodically (when possible) and these meetings will be held via telephone conference.
  - c. If there is a question about voting on the particular topic, the Parliamentarian shall make the final decision.
  - d. The President is the chair of the business meeting and will keep it in order.
5. The President is responsible for signing all instruments requiring execution on behalf of the Association, and shall sign all resolutions approved at the Annual Meeting.
6. Sign checks for authorized distribution in the absence or inability of the Treasurer.
  - Can make decisions on distribution of funds up to \$150.00. Anything over \$150.00 must be approved by the Executive Committee.

7. Delegate some of the duties to the President-Elect. (Remember the President- Elect is learning what to do for the following year and needs to be kept informed about what is going on).
8. Continue the projects started by the previous President.
9. Monitor the committees to continue projects that are ongoing and possible new ones. Get reports from them periodically.
10. (Optional: Order plaques for the next year for officers, include present President) and (Optional: Certificates for chairs and committee members.)

**WORDS FOR PRESIDENT:**

("In appreciation to  
" NAME "  
for serving as  
"PRESIDENT"  
OF THE ABJA  
200\_\_ to 200\_\_)

11. Work with Annual Conference committee to organize conference and meeting.

**One month before Conference:**

12. Prepare for business meeting at least one month before the conference. Send e-mail to Chairs to remind them to send final reports to President and Long Range Planning Chair. **MUST HAVE THE FINAL REPORTS TO PLACE IN THE BUSINESS FOLDER.**
13. Make sure all deadlines are met before the conference.
14. Make sure all speakers have reservations and are prepared for conference.
15. Make sure the plaques have been shipped and any other materials needed.
16. Any last minute details for conference should be handled.
17. You might want to make a checklist before the conference to make sure you have done everything and have everything in place.

### **Budget Submission and Financial Responsibilities:**

All Committee Chairs will prepare a proposed budget for the following year at least 60 days prior to the Annual Meeting and submit it to the Finance Committee. Care should be taken to include any projected budgetary requirements for projects that are in process that will be completed in the term of the subsequent Chair of the Committee. The Committee Chairs should consult with the Finance Committee and the President-Elect to ascertain any projects anticipated in the coming year that would require any unusual expenditures for a particular Committee, and the President-Elect's input should be sought as to approval of the Conference Planning Committee and Site Selection Committee budgets. The Committee Chairs should also compare their Committee's actual expenditures for the past year with the amount that had been budgeted for that particular Committee so that adjustments can be made for the next year's budget. The proposed budget for the President for 2009 is \$3,500 (postage, printing, gifts, misc. expenses).

## PRESIDENT'S TIMELINE

- October -**
- Review hotel contract for next year's conference and send any comments to Conference Committee Chair
  - Contact Secretary for copy of current ABA letterhead
  - Prepare letter to all Circuit Reps, Committee Chairs, and officers congratulating them. Obtain copies of previous years' letters
  - Contact Board Members to obtain approval of Committee Chairs & Parliamentarian - [tele. conf. or via e-mail](#)
  - Send list of Committee Chairs to Membership Chair for Communication Sheet - incorporate any members that have already signed up for committees
  - Contact Treasurer about signing forms to be added to checking account
  - Contact Treasurer w/ ss# and birth date to be added as user to ABA credit card
- November -**
- Draft letter to NCBJ to request funding for next year's conference and send President-Elect and Secretary copies for comments. Obtain copies of previous years' letters
  - Finalize and mail letter
  - Start dialog with CLE Chair regarding next conference's speakers and potential courses
- December -**
- Finalize budget w/ Finance Chair (previous year's President). Remind her to initiate request for budget items from all officers, Committee Chairs and Circuit Reps
  - Contact Treasurer about setting up a separate checking account for CBA program
  - Decide on small logo gifts to go out with membership packets (coasters, luggage tags, card cases, etc.) (NOTE: Now that we send out the membership packets via e-mail, we haven't been sending a small logo gift.)
  - Prepare agenda for Board Meeting to approve budget, Committee Chairs, and Parliamentarian and any other matters and send to Board (including Circuit Reps)
  - Set up teleconference Board Meeting
- January -**
- Prepare letters to be sent out with membership packets to JAs and CBAs. Obtain copies of previous years' letters

- E-mail letters to all Circuit Reps encouraging them to contact JAs in their circuit to join or restore their membership
- Prepare President's Message for Newsletter (remind Committee Chairs & Circuit Reps to provide copies of reports for newsletter)
- Obtain copies of Minutes from past several years to review to make sure tabled suggestions are followed up on

#### Somewhere between January and April

- Send follow-up letter to NCBJ re: request for contribution (if nec.)

April -

- Plan to attend CBA training
- Prepare proposed draft budget for Annual Meeting pertaining to revenue raising and circulate to Board members for comments

May -

- Finalize proposed budget and have to Finance Committee by June 1st

Apr/May/or  
June -

- Attend JSAG meeting in Washington

August -

- Start gathering materials for conference. Obtain brief biographies of speakers. Begin drafting comments/introductions
- Think of ideas for officers' gifts (President-Elect, Secretary, Treasurer, Conference Chair and Education Chair). Make arrangements for engraving to be done
- Have certificates prepared for Circuit Reps and Committee Chairs
- Remind President-Elect to start confirming Committee Chairs for next year
- Prepare draft of Annual Meeting Agenda & send to Board and Circuit Reps for comments
- Send e-mail to Chairs and Circuit Reps to remind them to send final reports to the President and Long-Range Planning Chair. (These reports will be placed in the Annual Meeting booklet.)

September

- Start shopping for gifts
- Prepare final of Annual Meeting Agenda
- Prepare Annual Meeting booklet (for distribution to only those members attending the business meeting)

Oct./Nov.

- Ship completed Annual Meeting booklets to hotel
- Send letter to Board, Circuit Reps, & Committee Chairs to thank them for their service (after conference)