

Role & Function: President

Description: The President is an elected member of the Executive Committee. The role of the President is to provide leadership to and oversight of the Executive Director in maintaining operations, and work with the Executive Committee to ensure that the Association for Positive Behavior is fiscally solvent.

Accomplishment	Sub-Accomplishments / Critical Dimensions	Measures	Standard
BOARD & COMMITTEE FUNCTIONS			
Facilitate Full Board Meetings	Complete and send agendas and other documents to the Full Board in advance of meetings Ensure meetings follow Robert's Rules of Order Ensure meeting minutes are sent to Secretary	Timeliness of both agendas and meetings Meetings facilitated to conform to agenda timeframes Meeting minutes	Meetings held regularly Documents sent in advance of meetings Full Board Meetings effectively address required business Documents posted on apbs.org for public accountability
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Facilitate Executive Committee Meetings	Work with Executive Director who sends out agendas and supporting documents to the Committee in advance of meetings Ensure meetings follow Robert's Rules of Order Ensure meeting minutes are sent to Secretary	Timeliness of both agendas and meetings Meetings facilitated to conform to agenda timeframes Meeting minutes	Meetings held regularly Documents sent in advance of meetings Executive Committee Meetings effectively address required business Documents posted on apbs.org for public accountability

Accomplishment	Sub-Accomplishments / Critical Dimensions	Measures	Standard
Participate in General Operating Committee Meetings	Communicate availability to attend Ensure meeting minutes are sent to Secretary	Meeting minutes	Meetings attended regularly
Facilitate and/or participate in work group/ad hoc work group meetings	Communicate availability to attend Complete and send agendas and other documents to group in advance or participate actively in meetings	Project documents, meetings, other communication	Meetings held regularly Documents sent in advance of meetings Documents posted on apbs.org for public accountability
OTHER MANAGEMENT TASKS			
Work with Executive Director and Vice-President to complete the Annual Report	Edit and provide feedback to Executive Director on early drafts of report	Report drafts	Completed Annual Report prior to March Full Board Meeting
Work with Executive Director and Treasurer to develop Annual Budget	Participate in preparation of early drafts of budget	Annual budget drafts and final version adopted by the board of directors at the annual March meeting	Approved, balanced budget on an annual basis
Complete writing tasks associated with president role (e.g., letters to new board members, President's Welcome, President's Update)	Documents completed	Documents and other communications	Review of written materials annually within APBS Meets or exceeds deadlines for submitting materials Recipients of correspondence feel respected by APBS
Respond to concerns of individual members and representatives from other organizations	Keep Full Board and Executive Committee informed about important issues Attend conference calls & meetings	Documents and other communications	Review of written materials annually within APBS Recipients of correspondence feel respected by APBS
Introduce keynote speaker at annual conference	Work with Conference Work Group to develop an introductory Power Point presentation	Power Point Presentation	Evaluation Report

Accomplishment	Sub-Accomplishments / Critical Dimensions	Measures	Standard
Present at the APBS Business (Lunch) Forum	Summarize the board meeting in Power Point format including evaluation and budget summaries	Full Board meeting minutes, Other communication	Evaluation Report
Communicate with newly Elected Board Members	Write letters of congratulations and notify individuals who were not elected Identify mentors and send out a letter indicating what to expect at the upcoming conference board meeting	Email and other written documentation (website, hard copy letters)	Annual survey to network members and board members asking for feedback in an anonymous Fashion

Skill Sets Requirement

- Experience facilitating large and small groups both onsite and on conference calls/webinars
- Ability to communicate effectively with other individuals
- Writing Skills for various types of tasks
- Experience following Robert’s Rules of Order is helpful (This can be learned over time)
- Understanding and experience with general problem solving model