



APS President Duties and Roles

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The President is the principal executive officer of APS. The President maintains general direction of APS and presides at Board of Director Meetings. Additionally the President organizes meeting content, is the primary spokesperson for the Society, administers the bylaws and sets goals/plans/strategies. The President's work is at the pleasure of the Board of Directors and is secondary to their decision making.

Position Information

- 2 year terms (may be elected again after the end of a term for 1 more term).
- Any member of APS may be nominated for President and they need not be a Director.
- The President is elected by the APS Board of Directors prior the General Annual Membership Meeting.
- Immediate past President is automatically granted Directorship for one year after presidency.
- The President may appoint new directors the case of a vacancy.
- The President may be removed from office by the BOD for failure to act in the best interests of APS.

Qualifications

- Leadership skills and interpersonal skills
- Organizational skills
- Strong oral and written communication skills
- In-depth understanding of the goals and ideals of APS as an organization
- Problem solving skills
- Flexibility and willingness make changes
- Ability to meet deadlines and provide systems for others to meet their deadlines
- Set strong deadlines and produce clear expectations
- Set goals and plan for the future
- Knowledge of bylaws and implementation
- Self-motivated/strong work ethic

Duties

- 1) Organize and distribute BOD and other meeting agendas in a timely manner (two weeks prior to a meeting is preferable).
- 2) Communicate with Directors and Members to collect information in which the BOD may consider to better the Society.
- 3) Consult, observe and implement APS Bylaws to the best of their ability.
- 4) Set meeting dates for the BOD.
- 5) Provide structure for meetings and the Society as a whole.
- 6) Assign committee/program chairs as needed.

- 7) Actively promote transparency, inclusion and equal/fair treatment to all members.
- 8) As a sub-member of all committees the president will monitor progress and activities being carried out by Directors and Members.
- 9) **Meet deadlines** as developed by the Board of Directors and committees. This protects and shows respect for everyone involved. Additionally, meeting deadlines protects others from situations which may cause other members to perform work they did not anticipate or may not be able to perform.
- 10) **Respond to communications** in a timely manner. For most organizations this is within **two days**. Some responses may be require more immediate attention, others less so.
- 11) Work with the Reporting Secretary to secure accurate meeting minutes in a timely manner.
- 12) Work with the Bulletin Editor to accomplish a monthly "President's Message", as well as, monitor content and other important information forwarded to the Membership through the publication of the Bulletin.
- 13) Monitor the financial health of the Society through communication with Directors and the Treasurer.
- 14) Monitor membership progress and involvement through communication with Directors and the Membership Chair.
- 15) Assign and work with committee program chair to establish a working structure for their activities as a group.