**JOB DESCRIPTION**

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| **Title:** | President |

**Primary Function/General Purpose of Position**

The President is the executive officer of the Association. It is the President's responsibility to provide leadership, to exercise general supervision over Association activities and to conduct Association affairs in accordance with the bylaws.

The President shall maintain contact with all Directors, Committees and members of the Association by means of letter, telephone or personal contact.

The President should attend all meetings of the Board of Directors and any events sponsored by the Association.

**Employment Qualifications**

All candidates for the Board of Directors must be in good standing at the time of nomination or appointment and must remain in good standing.

**Essential Job Functions**

* Represent the Association at meetings or designate an appropriate person to attend.
* Partner with the WorldatWork on areas regarding Local Network Association matters.
* Work with the Board of Directors on short- and long-term goals, objectives and budgets.
* Encourage diverse participation on committees.
* Schedule and set agenda for all meetings of RCA Board of Directors.
* Conduct periodic reviews of the Director of Finance’s records.
* Preside at all meetings of the Board of Directors and membership. Prepare an agenda prior to all Board meetings, adhere to the agenda as it may be amended and open and close meetings in a timely manner.
* Continually monitor performance of Board members adherence to respective job descriptions.
* Call special meetings of the Board, as needed.
* In the absence of the Director of Finance sign all checks, vouchers, and other evidence of payment by the Association.
* Review contracts for RCA events and venues.
* Review the RCA bylaws annually with the Board and amend as necessary.
* Ensure that written minutes of all meetings are distributed expeditiously.
* Be available to the entire membership, especially new members and guests. Display enthusiasm and support for all Association activities.
* The President will transfer all material pertaining to the role as President to the newly elected President and indoctrinate the newly elected President as to the role of the position.

1. **Other Job Functions**

* Attends, participates and is engaged in quarterly board meetings.
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* Respond to membership inquiries as needed.