**STRATEGIC AIR COMMAND**

**AIRBORNE COMMAND CONTOL ASSOCIATION (SAC ACCA)**

**JOB DESCRIPTION, DUTIES, AND RESPONSIBILITIES**

**PRESIDENT**

**President**

Elected officer and voting member of the Board of Directors (BOD). The term of office is two years.

**Reports To**

Specifically, to the members, working with and consulting the other members of the BOD.

**Advisor To**

New Committee Chairmen not yet assigned to another Director.

**Job Overview**

The President presides over and leads the BOD with full voting privileges. He or she is responsible for the general health of the Association, its membership, and the BOD and Committee Chairmen and Committee Members. The President advises and works with Committee Chairmen who are not assigned to other Directors.

**Duties and Responsibilities**

* Maintain an email account to be shared with and used by all officers of the SAC ACCA.
* Direct the day-to-day business of the Association.
* Welcome new members.
* Alternate signer on Association’s checking account in the absence or disability of the Treasurer.
* Share with Directors and Chairmen reports received from other Directors and Chairmen.
* Appoint committees and committee chairmen as needed to assist in the conduct of affairs of the Association. Work with the other Directors to identify, vet, recruit, train, and assist.
* In the absence or disability of any Directors or Committee Chairmen, the President must work closely with the other Directors to ensure a seamless transition until replacements are recruited. Work with the other Directors to help identify, vet, recruit, train, and assist the new replacements.
* Periodically review the Bylaws for currency. This should be done with the Directors and Chairmen. Proposed changes should be agreed upon by the Directors and submitted to the Secretary for compilation to be presented at the next Membership Meeting.
* Upon election of a new President, provide a seamless transfer of responsibilities, records, and whatever else might be necessary to ensure a smooth transition.
* Quarterly Video Conference and SAC ACCA Flyer. The Quarterly SAC ACCA Flyer is to be sent the first week of the first month following the annual calendar quarter being reported or covered.
	+ Quarters Covered and When Flyer is Due Out.
		- 1st Quarter (January, February, March). Due: 1st Week of April.
		- 2nd Quarter (April, May, June). Due: 1st Week of July.
		- 3rd Quarter (July, August, September). Due: 1st Week of October.
		- 4th Quarter (October, November, December). Due: 1st Week of January, Next Year.
	+ One month prior to the end of each quarter, the Secretary should remind Directors and Chairmen of upcoming video conference and Flyer input deadline.
	+ Participate in all quarterly video conferences. Video conferences will be held at the end of the first week of the third month of each quarter, March, June, September, and December.

* + Provide updates by the middle of the month, December, March, June, and September, to the Secretary for inclusion in the quarterly SAC ACCA Flyer.
* Pre-Reunion and Membership Meeting Planning Meeting. Reunions begin, Wednesday, with the Reception that evening. Directors and Committee Chairmen and Members should meet, Tuesday, the day before the reunion. Refer to “Essential Elements Needed for Reunion” Attachment.
	+ Reunion Planning. Reunion Coordinator leads.
		- The reunion program will be covered by the Reunion Coordinator. This includes the schedule, reception, program activities, transportation, and banquet.
		- Ensure that the Reunion Coordinator and his or her committee has ample support.
		- Ensure that a Trading Post will be available wherever Members are gathered.
	+ Membership Meeting Planning. The President Leads.
		- Ensure that a Membership Meeting agenda is prepared and distributed.
		- The Membership Meeting Agenda will be covered by the President with input from all Directors and Committee Chairmen. This discussion will be used to agree upon the conduct of the meeting and the items to be discussed.
		- Verify with the BOD and Chairmen that all areas are covered.
		- Submit revised agenda to Secretary for publication and copying.
* SAC ACCA Reunion. Work with the Board of Directors and Committee Chairmen.
	+ Refer to “Essential Elements Needed for Reunion” Attachment.
	+ Attend and be involved with the reunion as much as possible.
	+ Assist the Secretary, Treasurer, Reunion Coordinator, Merchandise Manager, and other Directors and Chairmen.
	+ Reception. Reception events will be run by the Reunion Coordinator. He or she will distribute Starter Kits with general, schedule, and program information.
		- Ensure that Trading Post is available and staffed.
		- Assist the Reunion Coordinator with efficient and orderly conduct of the reception and buffet or other meal and beverage options.
		- The Reunion Coordinator will introduce the President to receive the guests.
	+ Assist the Reunion Coordinator with all program activities as needed.
* Membership Meeting. Can be attended by Members and Associate Members. Only Members can vote. See the Articles of Incorporation and Bylaws for agenda guidance. Refer to “Essential Elements Needed for Reunion” Attachment.
	+ Before the Meeting. Work with Directors and Chairmen to prepare displays, reports, handouts, and all else to ensure a comprehensive presentation for the Members.
		- Prepare Agenda.
		- Prepare Presentation. Use PowerPoint, handouts, etcetera, to assist.
		- Prepare President’s Report. This should be delivered after all others’ reports.
	+ During the Meeting. Items can be placed in agenda. The President leads.
		- Welcome all, recite the Pledge of Allegiance, and make housekeeping announcements. Ensure all have a copy of the Membership Meeting Agenda.
		- Select next Reunion location. Identify Reunion Coordinator. It is unwise to defer.
		- As much as practical, follow the order of business according to the Bylaws.
			* Proof of the meeting.
			* Read last Membership Meeting Minutes and dispose of unfinished items.
			* Reports by Directors and Committee Chairmen.
			* Election of Directors (Presidents Emeriti exempt). See the Bylaws for nomination and election procedures.
			* Unfinished business.
			* New business.
			* Adjournment.
	+ After the Meeting.
		- Recapitulate the meeting with the Directors and Chairmen to help the Secretary capture all that is needed. Do this soon, preferably immediately after the meeting.
		- Review the Membership Meeting minutes once distributed. After review and agreement with the other Directors and Chairmen, the Secretary can publish.
* Reunion Banquet.
	+ Assist the Reunion Coordinator where needed.
	+ In the absence of the Master of Ceremonies, be prepared to stand in.
	+ When called upon, brief the health of the Association. Include election results.
* After the Reunion.
	+ Gather up all items to be kept by the President.
	+ Assist others to gather their items and close reunion.

**Qualifications**

• Education. While no degree of formal education or generally accepted management certifications are required, a solid background in sound management is essential.

• Experience. Experience working with others and other organizations is essential.

• Specific Skills. The President must be skilled using shared Microsoft Office programs, particularly Excel and Word. Excellent communications skills are essential as the President will communicate with many. The President must be comfortable working with other organizations’ leaders.

• Personal characteristics. Honesty, integrity, dedication, and attention to detail are key. Work and collaborate well with others. Oversee the work of others respectfully, courteously, and fairly.

**Job Description Review and Update Information**

Last Updated: May 2nd, 2021

Next Update Due: May 2nd, 2022