

President

Overview of Responsibilities:

The President shall be the principal executive officer of the Corporation and, subject to the control of the Executive Committee, shall supervise and control all of the business and affairs of the Corporation in accordance with NCSH Bylaws. The President shall preside at meetings of the officers and work together with the Executive Committee to appoint committees as deemed necessary.

Responsibilities:

1. Conduct meetings of officers according to Robert's Rules of Order.
2. Ensure an agenda is prepared for officer meetings and a call for any additional items is issued by the President or Secretary.
3. Facilitate planning of the Annual Meeting.
4. Review all Annual Meeting bills with the Treasurer.
5. Review contracts with the Treasurer prior to signing.
6. With approval of the officers will make appointments as necessary.
7. Oversee that duties of the officers are being fulfilled.
8. Be a current member of NSH in good standing.
9. Communicate as needed with the NSH Region III Director.
10. Attend the NSH Annual Symposium/Convention or send a representative in their place.
11. In conjunction with the Nominations/Elections Coordinator will procure awards sponsorship.

Time Commitment during Year:

Varies depending on the time of the year.

Time Commitment during NCSH Annual Meeting:

Time will be needed prior to and during the Annual Meeting to coordinate the meeting as well as time during the Awards Luncheon and Annual Business Meeting.

Qualifications:

The individual should have been a member of NCSH for at least five years prior to nomination and attended at least two Executive Committee Meetings, one pre meeting and one post meeting. The candidate should have served as an NCSH Former Board of Directors and/or Executive Committee member.

Selection Process:

By election

Term of Position:

2 years

Accountable to:

The President is accountable to the NCSH Executive Committee. Upon taking office the President needs to read the Conflict of Interest Policy and return the signed Acknowledgment to the NCSH Secretary to be filed in the official NCSH records.

Funding:

Funding will be based on the NCSH General Funding policy. This may include:

- Registration
- Food
- Hotel
- Travel

