



## **PRESIDENT**

### **Summary**

The President is the chairperson and presiding officer of the Board of Directors and acts as presiding officer at every meeting of the membership of the Association. In addition, with the approval of the Board of Directors, the President appoints directors, chairpersons, or coordinators of standing and special committees; calls regular and special meetings of the Board of Directors or Executive Committee; appoints a Secretary, Treasurer, President-Elect, and/or Past President in the event of incapacity or consistent non-performance of duty on the part of the officer(s) elected to serve; and creates and /or dissolves programs, initiatives, and/or task forces as necessary to fulfill the mission of the Association.

Meetings of the Board of Directors are regular (face-to-face, telephone, or electronic) and special. A regular face-to-face meeting is held at least twice each year, at a time and place designated by the Board. Telephone conference calls and meetings by electronic communication are scheduled at the discretion of the Board. Special meetings of the Board of Directors may be called by the President and shall be called at the request of any three directors and/or at the written request of any fifty members of the Association. Sufficient notice of any special meeting shall be given to each director at least five days before the date of any such special meeting. Notification of such a meeting shall be confirmed by the President in writing to all directors. The notice shall state the business for the transaction of which the special meeting has been called, and at such meeting no business other than that in the notice shall be transacted.

### **Minimum Qualifications**

Served as President-Elect or be appointed by the CRLA Board to serve if there is an unexpected vacancy.

### **Conference-Related Responsibilities**

#### **At Conference Immediately after Induction**

1. Adjourns the final Conference event.
2. Presides at the Board meeting at the close of the annual conference, having distributed agenda at the last Board meeting.
3. In consultation with the Board, develops a meeting schedule and the procedure and timeline for gathering agenda items, sending a draft agenda, and distributing the actual agenda.

#### **Immediately after Annual Conference**

1. In coordination with Professional Development Director, writes letters to non-continuing Directors, thanking them for their services.
2. In coordination with Professional Development Director, writes letters to institutional administrators acknowledging Directorship and participation of SIG and S/R/C Directors.
3. Writes appreciation letters for outgoing and incoming Board members.
4. Writes thank you letters to conference planners and presenters, and send letters to their Presidents/deans informing them of the participation of their faculty/staff member(s) at the conference and thanking them for their institutional support. (These letters should be sent within one month of the conference.)
5. In coordination with the management company, writes thank you letters to all Exhibitors.
6. Writes a letter to hotel management acknowledging outstanding employees.

7. Provides letters for new and renewing members to the Executive Director.
8. Consults with Elections Chair on progress of slate of officers.
9. Reviews hotel and conference venue contracts with the Executive Director, as the President must sign all contracts.

### **Oversees Management Relations Review Oversight**

The President and the Research and Evaluation Special Interest Group Leader are charged with conducting an annual review of the performance of the Executive Director and headquarters staff of CRLA's management company at the end of each fiscal year. The President directs the review each year.

#### **Specific Responsibilities**

1. Conduct an annual review of the management company by the end of each fiscal year.
2. The survey instrument will be reviewed and edited and ready for distribution by given deadline.
3. The Board will set the timeframe for responses.
4. The President and the Research and Evaluation SIG Leader will review the results and prepare a written report to be submitted to the Board of Directors by the given deadline.
5. The management company is invited to provide a written response to this report, which will be delivered to the Board of Directors within one month of the submission of the initial report to the Board of Directors. Final feedback will be provided to the management company at the spring Board of Directors' on-site meeting.
6. The President shall keep records and make recommendations to the Boards of Directors.

### **Oversees the CLADEA Fellow Nomination Process**

Responsible for submitting a CLADEA Fellow nomination packet to the CLADEA Elections Chair by the due date established by the Council.

#### **Specific Responsibilities**

1. Maintains communication with the CLADEA Elections Chair at all stages of the nomination process.
2. Reaches out to the candidate nominated by the CRLA Board.
3. Reviews CLADEA's policy on Fellows with the candidate and collects appropriate materials from the candidate.
4. Collects letters of support.
5. Writes a letter of endorsement on behalf of the CRLA Board,
6. Submits the nomination packet to the CLADEA Elections Chair.

### **Bylaws Chair**

The Bylaws Chair responds to, and coordinates revisions of, changes to the organization's Bylaws.

#### **Specific Responsibilities**

1. Appoints committee members if numerous or complex changes to the Bylaws are anticipated.
2. Undertakes tasks delineated by the Board and communicates with committee members and others as necessary to complete these tasks.
3. Responds to Board requests for review of the Bylaws or Bylaws changes and recommends changes of the Bylaws to the Board. All changes must be voted on by the membership in accordance with appropriate parliamentary procedure.

### **Ongoing President Responsibilities**

1. Solicits items for each Board meeting agenda, prepares the agenda in consultation with the Executive Director, and distributes the agenda to Board members five days before the meeting.
2. Conducts all in-person and conference-call Board meetings.
3. Works on issues raised at the annual conference Board meetings.
4. Communicates and works with the CAS Representative, CLADEA Representative, Elections Chair, Historian, Past Officers Council Chair, and other committee chairs.
5. Reviews the organization's goals and objectives and plans for the year ahead. Presents ideas for updates, changes, and new directions to the Board.
6. Reviews all Board meeting draft minutes for Secretary.
7. Insures all contracts are sent to Executive Director and Secretary.
8. Writes President's column for each issue of *NewsNotes*.
9. Attends States/Regions/Chapter meetings when requested by S/R/C Directors.

### **December - January**

1. Confirms with Elections Chair that the slate will be ready for approval by January 31.
2. Begins working/communicating with the Executive Director regarding conference site selection for future conference(s).
3. Confirms that ballot is ready and election is on schedule.
4. Works with Executive Director and Membership Chair to write a letter to non-member conference participants promoting membership benefits.
5. Reviews Annual Reporting Policy for updates and distributes to CRLA leaders.
6. Works with Treasurer on budget-related needs from officers, directors, committee chairs, and coordinators, etc., for preparation of budget and discussion.
7. Begins preparations for following year's conference, including development of the theme and logo.

### **February**

After the Board has approved the contract for the next conference, works with the Executive Director to obtain Conference insurance for the site.

### **March - April**

Within one week of the validation of election results, notifies candidates of result of election, and offers runners-up appropriate, visible roles in the Association.

### **May - June**

1. Coordinates dates the Board will meet at the annual conference with Past President and notify Board and incoming officers.
2. In early May, contacts mid-level CRLA leaders (see list on form) to apply for up to \$1200 in Travel Funding by June 15<sup>th</sup>. The application is on the CRLA website. A pool of travel money is to be divided among applicants who will be attending the annual conference.
3. Presents the Conference theme and logo to the Board by the May Board meeting. Makes motion to approve.

### **July - August**

1. Works with the Professional Development Director to begin planning the agenda and materials for the Leadership reception/dinner held at the annual conference.
2. Reminds CRLA Committee Chairs, Coordinators, and Board members of due date for annual Goals and Activity reports.

3. Summarizes the applications for incoming committee or Board Directorship positions and presents them to the Board for voting/approval.
4. Corresponds with new designees to get their approval prior to conference. Forward new chairs their job descriptions, specific charges and/or goals, and timeframes for their term of service.
5. Conducts an Executive session with voting Board members to choose the Robert Griffin Award and the Karen Smith Award for the upcoming conference.
6. Appoints a chairperson of the election committee for the next nomination and election cycle. The chairperson must be a Past President who has served as an election committee member. The chairperson shall recommend for approval by the President such appointments as needed to complete the committee membership.
7. Sends Presidential plaque to Executive Director to add incoming President's name.
8. Reminds Elections Chair to begin searching for new Elections Committee Members. New members must be in place and approved by Board prior to the annual conference.
9. Sends invitation to CRLA leaders to attend the Leadership reception/dinner at the upcoming annual conference.
  - a. Guests to invite: CRLA Board Members, Committee Chairs and Coordinators, SIG Leaders, S/R/C Leaders, and Past Officer Council members.

### **September - October**

1. Begins to develop Protocols for upcoming conference sessions and events with the Executive Director, utilizing input from the Past President and President-Elect (or conference co-chairs).
2. Works with Past President and President-Elect to make sure all interested parties know the annual conference schedule and their duties and responsibilities.
3. Work with the Executive Director and the management company to create and order a "Save the Date" postcard for your conference.
4. Collects annual Goals and Activity Reports from CRLA leaders by September 30th and post for October Board meeting.
5. Reminds Executive Director at the end of October to have a member residing in New Mexico obtain the report form for annual renewal of status as a non-profit corporation in New Mexico and sends that form to the Treasurer for completion, signatures of Board members, and filing with a \$10 check.
6. Reminds Executive Director to prepare the Lifetime Membership cards for those leaving the Board and determine service gifts for those completing end-of-term.
7. Works with the Past President regarding transition items.
8. Works with the President-Elect regarding transition items.

### **At Conference**

1. Conducts Conference Board meetings and preside at all general sessions.
2. Hosts Leadership reception/dinner for all CRLA Board Members, Committee Chairs and Coordinators, SIG Leaders, S/R/C Leaders, and Past Officer Council members
3. Delivers Presidential address at the Business meeting.
4. Inducts incoming President at the "On to" Brunch. Give Presidential plaque and gavel. Also recognizes Past President with a personal gift and give Lifetime Membership cards to those leaving the Board.
5. With the On-site Chair, prepares materials and staffs an "On to" table and decorations and materials for the Saturday Brunch at the Conference preceding "your" conference. This includes site and city information with help from the local Convention and Visitor's Bureau.

### **After Conference moving into Past-Presidency**

1. If requested, prepares a text version of Presidential address for *NewsNotes*.
2. Helps update the Conference Planning Manual, the President's job description, the President-Elect's job description, and the Past President's job description as needed.

### **General Responsibilities of all CRLA Board members**

1. Maintains current membership in CRLA throughout term of office.
2. Attends all CRLA Board Meetings:
  - a. Annual conference meetings before and after the conference;
    - b. On-site Conference meeting in the spring;
    - c. Monthly online meetings;
    - d. Any other assigned meetings such as a retreat.
3. Attends all CRLA Conferences which includes special conference events and the annual business meeting.
4. Provides input into agendas, policies, procedures, discussions, appointments, and reports.
5. Submits an annual report by September 30th of each year.
6. Attends assigned conferences or meetings as approved by the CRLA Board.
7. Submits copies of appropriate correspondence or reports to the archives (as determined by official CRLA policy).
8. Signs a conflict of interest statement according to Article 5, Section 3 of the CRLA Bylaws and to be filed with the Secretary of CRLA.
9. Revises any suggested changes to job description during term and update job description at end of term. Provide to the CRLA Secretary.
10. Conducts other specific duties assigned by the Board.

### **Annual Budget Proposals**

The CRLA Executive Board discusses the upcoming fiscal year's budget. All Board members and CRLA leaders who are responsible for budget categories and/or individual items must submit a budget proposal each year for the upcoming year. **These budget proposals are due to the Treasurer *no less than one month before the date of the designated Board meeting.*** The Treasurer will reach out to all Board members, Chairs, and Coordinators, sharing previous budget information to help inform the new budget proposals. The Treasurer will share the deadline for submitting budget proposals well in advance of the date needed.

### **Reimbursement for Conference and Board Meeting Expenses**

- All reasonable transportation, hotel, meal expenses, and conference registration will be covered for the annual conference. This includes incoming Board members.
- Membership fees are the responsibility of each Board member and are not reimbursed by CRLA unless they are a lifetime member.
- All reasonable transportation, hotel, and meal expenses will be covered for travel on CRLA business such as attendance at state conferences, or sister organizations meetings.

### **Position Onboarding Requirements**

#### **Incoming President Responsibilities**

- Participates in conference calls during the months after election/appointment and prior to the annual conference, as schedule allows, to become familiar with topics facing the board and protocol for meetings.
- Becomes familiar with CRLA website and other relevant information concerning the Association.

- Attends the face-to-face Board meetings held the three days prior to the Annual Conference at the conference site—as requested by the CRLA President.
- Communicates with the current President concerning transfer of duties, including materials, reports, files, and procedures.
- Works with the outgoing President to ensure a smooth transfer of leadership; this should include monthly or regular phone/Zoom calls to discuss key job responsibilities and procedures.

### **Outgoing President Responsibilities**

- Once the incoming President has been elected or appointed, schedule regular or monthly meetings to discuss key job responsibilities and procedures and ensure a smooth transfer of leadership.
- Share and explain all relevant files, documents, etc. with the incoming President in advance of their taking office.
  - Provide the CRLA Policies and Procedures Manual to the incoming President and identify the areas that relate to the President’s role.

Accepting this position allows CRLA to publish name, work address, and work telephone number.

(Revised April 2007; December 2008; April 2009; November 2014; May 2015; November 2016; October 2019)