



## **Position Description 01.00**

### **PRESIDENT**

The President is governed by the Director Position Description in addition to the following.

### **QUALIFICATIONS**

1. Successfully served as President-elect of ISPD

### **RESPONSIBILITIES**

1. Serve as principal executive officer of ISPD
2. Serve as an *ex officio*, voting member of all committees of the Society
3. Act as the official spokesperson for the Society through effective communication, dialogue and deliberation with members of the Board, general members, external groups, and members of the general public to promote the Society's mission and strategic goals
4. Prepare the agenda and preside, or designate an appropriate designee to preside, at Board meetings, meetings of members and conferences
5. At the direction of the Board, supervise the business and affairs of the Society
6. Act as signatory for agreements authorized to be executed by the Board
7. Facilitate operational activities of the Board (i.e., conference calls, mail and meeting preparation)
8. Ensure the strategic planning process and priority setting for ISPD
9. Facilitate the development of each Director and a cohesive, goal-oriented relationship between the Board of Directors, Committees, Special Interest Groups and the Executive Director
10. Prepare President's messages to be distributed to the members, as well as preface to the Conference Program and other ISPD publications as appropriate
11. Mentor the President-elect and actively facilitate the President-elect's transition to President
12. Take a lead, in concert with the Conference Chair, in fund raising for the International Conference.

### **APPROXIMATE TIME COMMITMENT:**

- 4 hours per quarter to prepare for and participate in Board of Directors teleconferences
- 1 hour as needed to prepare for and participate in SIG/Standing Committee teleconferences
- 3 hours per month for fundraising and personal communications to support ISPD
- 5 days to attend the International Conference, including participation in a meeting of the Board of Directors and other peripheral meetings and conference activities

Adopted by the ISPD Board of Directors

Date: 10 July 2010