

NEPCO Board of Directors

Position Description, Responsibilities, Activities and Contacts

President

Position Description:

NEPCO Bylaws Section 7.01: President. The President shall preside at all meetings of NEPCO and shall perform such other duties as shall be necessary for the proper administration of the affairs of the Corporation. The President shall be charged with the responsibility of assigning to various officers and directors the supervision of such committees and tasks as the Board or the active membership may designate, and with supervising the functioning of all officers, directors and committees. The President may appoint committees and may serve as an ex-officio member of any or all committees.

The President shall publish and distribute the agenda of each meeting to assure program continuity in the treatment of various issues one meeting to the next. The President shall conduct the business portion of each meeting and take charge of the program scheduled for that particular meeting. Such programs may include exchanges of views among members, educational programs presented by associate members or others outside NEPCO including guest speakers, discussion of pertinent issues meriting membership consideration, etc. (A3, 11Jul15)

The President shall conduct a program of activities serving as a mentor to the President(s)-Elect throughout each year, coaching a potential replacement for the role with the goal of enabling a smooth transition of leadership at the end of the President's term. (A6, 10Mar18)

Responsibilities:

1. Preside at all NEPCO meetings.
2. Prepare meeting agenda items.
3. Invite guest speakers.
4. Mentor the President-Elect.
5. Supervise all officers, directors and committees.
6. Monitor emails.
7. Approve the formation of any new committees.
8. Send thank you notes to guest speakers.

Activities required by the responsibilities:

1. Preside at both general membership and board of directors (BOD) meetings. Conduct the business portion of each meeting by ensuring the agenda is followed and by getting meeting back on track if it starts to get off topic. Ensure general memberships meetings end on time by monitoring program content and subsequent Q&A periods.

2. Prepare and send out agenda items for both general membership and BOD meetings. Consolidate/update president's agenda related PowerPoint files for presentation at BOD & general membership meetings
3. Invite all proposed general membership meeting guest speakers chosen by the BOD, and, determine any audio visual or other assistance requirements.
4. Mentor the President-Elect by having the individual take charge of both one BOD and one general membership meeting prior to the current president's.
5. Supervise the functioning of all officers, directors and committees.
6. Monitor, reply to or forward as required, general NEPCO emails sent to info@nepco.org
7. Send a thank you note, via email, to each guest speaker soon after each General Membership meeting.

Contacts:

1. Lisa Hatfield, *Our Community News*, lisahatfield@ocn.me

Larry Oliver
President

10 August 2018

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