

<b><u>Position</u></b>	<b><u>Functions</u></b>	<b><u>Responsibilities</u></b>
<b>PRESIDENT</b>  Term of office 1 year; no consecutive terms unless the office of President-Elect is vacated  Must have served on the Board of Directors in an elected or appointed position within the past 5 years	<ul style="list-style-type: none"><li>• Serves as a member of the Board of Directors with vote</li><li>• Serves as Chair of the Executive Committee</li><li>• Serves as a member of the Finance Committee, and submits yearly budget proposal</li></ul>	<ol style="list-style-type: none"><li>1. Serves as chief executive officer of NCDA and Chair of the Board of Directors; possesses general powers of supervision and active management usually vested in the office; presides at all meetings.</li><li>2. Designates all appointed positions to the Board of Directors deemed necessary by the NCDA Strategic Plan and/or Board of Directors action.</li><li>3. Appoints task forces and/or work groups deemed necessary to carry out the NCDA Strategic Plan, providing a written charge, budget and project deadline to the group. (President may designate another Board of Directors member to provide this direction).</li><li>4. Bears responsibility for maintaining the Bylaws of the Association.</li><li>5. Attends ADA Leadership Workshop as provided. Audits the ADA HOD and attends meetings of interest to affiliate dietetic associations at the ADA FNCE.</li><li>6. Establishes the NCDA calendar in conjunction with the ADA calendar. Provides the Executive Director with the schedule of meetings and mailings.</li><li>7. Follows procedures for approval of all financial transactions not in the budget.</li><li>8. Serves as ex-officio member without vote of the Annual Meeting Committee and other standing committees of the Board of Directors.</li><li>9. Represents or designates a representative of NCDA at meetings of allied groups and other organizations, as determined by current policy.</li><li>10. Actively involves the President-elect, and as needed, and other members of the Executive Committee in all aspects of NCDA business.</li><li>11. Keeps membership informed of NCDA activities through designated avenues.</li><li>12. Determines, with the Nominating Committee Chair, elected offices to be filled annually. Recommends nominees for office.</li><li>13. Reviews reports from each Board of Directors member, and committee chairs as appropriate.</li><li>14. Assists District Presidents as requested.</li><li>15. Suggests nominees for ADA office and awards, and speakers for FNCE.</li><li>16. Assures that the appropriate Officers' Manual sections are updated and that the manual is passed on to the successor.</li><li>17. Assures that all lawful orders and resolutions of the Board of Directors are carried out, and that all</li></ol>

resolutions and motions of the Board of Directors are duly considered.

18. Conducts, with the Executive Committee, an annual evaluation of the Executive Coordinator and the association management company.
19. Reviews all official NCDA publications.
20. Coordinates negotiations for contracts for all outside services (such as Executive Director, legal counsel), and presents to Board of Directors for approval
21. Writes and presents, at the beginning of term of office, Standing Rules to Board of Directors for approval.
22. Presents certificates of appreciation to those who have served NCDA.

Written 6/94

Revised 9/96

Revised 5/04

Revised 5/09