

## ATSA EXECUTIVE BOARD OF DIRECTORS

### PRESIDENT

2021



The ATSA leadership consists of an Executive Board of Directors who bring a range of expertise to guide the association in its mission and to provide vision and support for the Executive Director and administrative staff.

#### Term of Position

The President's term on the Executive Board of Directors is four years. One year in the role of President Elect, two years in the role of President, one year in the role of Past President.

#### Position Description

The President is elected to the Executive Board of Directors by the ATSA membership. The President serves as the chair of the Governance and Executive committees and the Executive Board of Directors. Specific duties include:

##### President Elect (2021)

- Adheres to the Executive Board of Directors job description and Code of Ethics
- Assists the President
- Chairs the Strategic Planning Committee, as needed
- Consults with the Executive Director to select conference chair for the next year's conference
- Serves as president in the absence of the President or in the event of his/her inability or refusal to act

##### President (2022-2023)

- Governs the Executive Board of Directors, chairing all Board meetings.
- Guides policy development and implementation
- Responds to the concerns of the membership
- Liaises with the membership and communicates decisions of the Executive Board of Directors
- Writes the President's Column in each issue of the ATSA Forum
- Identifies organizational priorities and governance concerns.
- Supports and furthers the mission of ATSA.

- Works collaboratively with Executive Board of Directors members
- Ensures that all Executive Board members fully perform their functions adequately
- Ensures new members of the Executive Board of Directors receive appropriate information to fully participate on the Executive Board of Directors and are assigned mentors.
- Works with selected Executive Board of Directors members to evaluate the performance of the Executive Director.
- Works closely with the Executive Director, and serves as a “sounding board”, an advisor, mentor, and partner for the Executive Director
- Works with the Executive Director and Treasurer to ensure that the Association is meeting all fiduciary responsibilities.
- Assists in fund raising activities.
- Chairs the Strategic Planning Committee
- Assists the Conference Planning Committee
- Selects the conference chair for the next year’s conference in consultation with the ATSA Executive Director
- Presides over the Annual Conference
- Ensures organizational practices are consistent with policies
- Assists the Board in periodically updating and clarifying the primary areas of focus for the Executive Board of Directors based on the strategic plan
- Ensures policies are reviewed and updated
- Ensures Executive Board of Directors processes are efficient.
- Leads the Executive Board of Directors through the nominations process

Past President (2024)

- Assists the President
- Chairs the Strategic Planning Committee, as needed
- Serves as President in the absence of the President or in the event of his/her inability or refusal to act

**Qualifications**

A candidate for President on the ATSA’s Executive Board of Directors is an ATSA member in good standing, someone who is dynamic and passionate about ATSA, and has developed goals on how to move the organization forward and expand the organization’s strategic plan. A candidate must possess strong leadership as well as collaborative team work skills. They also must have the ability to collaborate with and the willingness to work within committee and board structure, the ATSA Executive Director and ATSA staff members to promote ATSA’s strategic plan and mission.

**Ideal candidates will have the following:**

- Experience monitoring and updating strategic plans
- Meeting facilitation skills
- Excellent written and verbal communication skills
- Experience working with nonprofit boards and volunteer committees