

President

Responsibilities

- Presides at monthly meetings and meetings of the board
- Ex Officio member of all committees, except the Nominating Committee
- Appoints all standing and special committee chairmen and parliamentarian
- Often provides countersignature on all association checks issued
- Disseminates to members information received from the Council, Region and International Leaders if not provided directly to the members
- Works with President Elect to ensure a smooth transition
- Works with Committee Chairs to accomplish association's goals
- Provides an article for the local association's bulletin each month
- Furnishes information to the Council Director, Regional Vice President, International Officers and NAIW Staff as requested
- Works with the local association membership in determining whether or not to bid and host a Council Meeting or Regional Conference
- Attends and serves as delegate for the Council, Regional and/or International meetings
- Submits association's candidates for International Awards
- Submits association's formal recommendations to Council, Region and/or International Board of Directors for consideration

Skills Required

- Ability to identify and assign priorities
- Ability to delegate tasks to others
- Excellent communication skills (both written and verbal)
- Effective time management skills
- Tact and diplomacy
- Excellent listening skills
- Decision making skills
- Ability to set goals