

North Florida Compensation & Benefits Association

President Job Description

Summary

Presides at all meetings of the Association, establishes committees and appoints chairpersons.

Essential Functions

- Calls, participates in, and presides over meetings of the Board of Directors.
- Provides assistance and/or mentors board members to ensure role fulfillment
- Participates in regional Local Network conference calls
- Coordinates with Secretary/Treasurer for development and release of consent agenda
- Prepares an annual report at the end of the fiscal year
- Assists the Immediate Past President in the preparation of a slate of Nominees for open Officer and Director positions for the Membership's approval
- Ensures that the duties of the position are performed in accordance with the NFCBA by-laws
- Attends Local Network Meetings

Position Requirements

- Desire to support the local community of Compensation, Benefits, and Total Rewards professionals
- Knowledge of all board functions
- Knowledge of World at Work resources available for Local Networks
- Ability to lead organization in planned initiatives

Term Length

The President role is normally for a two year period, depending upon current chapter leadership needs.

Date of Last Revision

6/11/13