



THE NEBRASKA SOCIETY FOR RESPIRATORY CARE

A Chartered Affiliate of the American Association for Respiratory Care

Policy Statement

Section: Board of Directors

Subject: Officer Position descriptions:
President

Board Approval:

References: NSRC Bylaws

Summary of Duties:

The President is the Chief Executive Officer of the Society and has the fiduciary responsibility for all NSRC activities during his/her term. The President is responsible to the Society membership through its Board of Directors.

Specific Duties:

1. Presides as Chair over all meetings of the Society membership, Board of Directors, and Executive Committee. These duties include setting the agenda, assuring the meetings are effectively coordinated and conducted, that all officers and directors fulfill their duties, and that the decisions of the membership and its Board of Directors are carried out.
2. Prepares an agenda for the annual business meeting and submits it to the membership not fewer than thirty (30) days prior to such a meeting in accordance with Article 8 of the bylaws.
3. Prepares an agenda for all meetings of the Board of Directors and submits it to the members of the Board not fewer than seven (7) days prior to such meeting.
4. Appoints members of the Society Standing and Ad Hoc committees, task forces, focus groups and other such groups, and representatives to other organizations, subject to the approval of the Board of Directors.
5. Participates as an ex-officio member of all Society committees, except as otherwise provided in the bylaws (Election and Nominations committees).
6. Prepares an annual report of the Society's activities and presents this report the Board of Directors and Society membership.
7. Informs the President-Elect and Vice President of all Society activities.
8. May serve as third member of the Society's Delegation to the AARC House of Delegates.
9. Is responsible for developing a budget and disbursement of all Society funds, in collaboration with the Society Treasurer.
10. Assures that all Society committees and representatives fulfill their obligations as stated in the Bylaws and the Association's goals and objectives. This includes regular reports and communications, redirecting Society resources as permitted, and replacing committee members and representative in the best interest of the Society.



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11. Directs and guides the performance of the Society Directors and Officers. Assures that duties are fulfilled, conflicts of interest are disclosed, and Association resources are available.
12. Makes personal presentations before key groups, including state and federal government representatives, other professional organizations, and any others which may assist in the Mission of the society.
13. Maintains communication among the NSRC Board of Directors, Medical Director and Medical Advisors.
14. Represents the Society to all external organizations as deemed appropriate.
15. Receives, disseminates and communicates information from the AARC to the NSRC membership and Board of Directors.

Minimum requirements:

1. An active member of the AARC
2. Service on the Board of Directors for at least two years within the past six years.
3. Demonstrate timely and effective communication skills.
4. Conduct the business meetings according to the Robert's Rules of Order.
5. Project a professional image that is reflective of the Society.
6. Develop, establish and maintain the Society's Mission and policies.
7. Knowledgeable of the duties of the various committees of the Society.
8. Demonstrate effective leadership skills.

Preferred Characteristics:

1. History of active participation in his/her chapter, or in another chartered affiliate.
2. Service on one or more NSRC committees.
3. Prior experience on the Executive Committee of the Society (this includes Vice-President, Secretary and Treasurer).

Reviewed: Mar 2, 2011

J Bush

Board Approval _____