



NAWBO-OC Job Description -- President

Role:	President
General Function:	Provide leadership to Chapter's Board of Directors
Board Director:	
Current President:	Cassie Hoag
Level:	Officer & Executive Board

Purpose of the Role:

The President position serves to ensure that the board develops & sustains a strong vision and strategy for the Chapter, implements policies to assure accountability, organizational effectiveness and member value. Additionally, the President serves as spokesperson for the chapter, is a voting member of the National President's Assembly and the NAWBO-CA board, and mentor to the President-Elect.

General Description:

The President leads all Board meetings, is involved in all matters of strategic significance to the Chapter, fills any vacant board position and oversees the work of all Officers and Directors to ensure organizational alignment and progress toward Chapter objectives.

Specific Activities this Role is Responsible For:

1. Board of Directors Meetings. The President is responsible for setting the agenda and leading the monthly Board of Director meetings for the Chapter.
2. Board of Directors Recruitment. The President is responsible to recruit and appoint individuals to any board position that may become vacant during her term in accordance with the By-Laws. The President also may form ad-hoc committees or task forces and appoint the leadership to achieve specific initiatives or projects that arise during her term.
3. Chapter Budget. With the guidance of the Treasurer, the President ensures the Chapter is financially healthy by managing the organization to the board-approved budget.
4. Board Retreat. The President determines the agenda for, and organizes and prepares for the Board of Directors retreat held in July or August during her term as President. She collaborates with the President-Elect on all aspects of the retreat to assure long-term strategic continuity.

5. Chapter Leadership.
 - a. To the Board: The President works with individual Directors and Officers in a mentoring and coaching capacity as appropriate and provides guidance on direction and execution. When her schedule permits, she attends committee meetings in support of Directors & Chairs.
 - b. To the Membership: The President takes a visible role at the monthly dinner meetings from the podium, presents a positive image to the membership and encourages member involvement. The President also attends New Member Orientations, Member Mixers and Educational Events as her schedule permits.
6. Remarkable Women Awards Event. The President works closely with the organizing Committee (as a Co-Chair or Committee Member in her term as President-Elect) to assure that Chapter goals relative to event sponsorship, attendance, and community visibility are achieved, and to prepare for her role as co-master of ceremonies at the Remarkable Women Awards event in her term.
7. Corporate Partners. In support of the Chapter and the VP of Partner Relations, the President may be asked to develop a strong working relationship with key corporate sponsors of the organization and/or to play a key role in securing corporate partnerships.
8. Community Visibility. As spokesperson for the Chapter, the President may be called on for media interviews and to represent the Chapter at community or other organizations functions.
9. Administration Office. The President and elected officers are responsible for negotiating the contract for Chapter administrative support and ensuring the services provided are satisfactory.
10. NAWBO-National. The President participates on quarterly Presidents Assembly conference calls, attends the annual National NAWBO conference and fulfills other responsibilities as needed.
11. NAWBO-CA. The President attends or appoints representation to NAWBO-CA board meetings (typically 3 times/year), and when her schedule permits, participates on conference calls for Public Policy or other NAWBO-CA business.

Expected Monthly Time Commitment: 20 to 35 hours per month

Additional Requirements:

- The President should be a secure business owner who can fulfill the obligations and demands of the position without undue hardship to her business.
- The President should be familiar with the Women's Business Institute; including its structure, leadership, mission and goals.
- The President should be familiar with the Chapter's governance, general policies and procedures, and with key performance measures.

Experience Desired | Required:

- Significant prior experience in a corporate or organizational leadership role.
- Highly professional in appearance and actions.
- Demonstrated leader who encourages, inspires and mentors leadership in others.
- Comfortable in a collaborative/volunteer environment.
- Self-directed and self-motivated.
- Track record of success in business.
- Excellent verbal and written communications skills.
- Prior experience serving on the NAWBO-OC Board of Directors and current active member preferred.
- Has a confident personality and is approachable; is respectful and sensitive to diverse opinions, cultures and values.
- Has a demonstrated record of working with a sense of purpose; has the ability to offer ideas and solutions.
- Is visionary, insightful and future-oriented; supports the NAWBO Mission and Vision Statements.
- Has a sense of humor and is able to relieve tensions.
- Demonstrates excellent organizational and administrative skills; is able to manage and delegate effectively.
- Thinks on her feet to react appropriately and professionally; has the ability to act as a gracious ambassador for NAWBO locally and nationally.