

# **President's Board Position Responsibilities**

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**Florida Association of Colleges & Employers (FloridaACE)**

**One-Year Term with a Two-Term Limit**

**Qualifications: Membership for Two or More Consecutive Years**

1. Is responsible to the membership and the Executive Board of Directors.
2. Provides leadership for FloridaACE members.
3. Serves as FloridaACE's spokesperson in matters related to policies and procedures.
4. Facilitates Board activities in setting short and long range plans and then guides the Board in meeting those defined goals and objectives for the year.
5. Schedules and presides over the Board's three major meetings (fall, winter, summer) (Defined in Constitution).
6. Develops agendas for the Annual Business Meeting and three Board Meetings.
7. Presides over the Annual Business Meeting and conference (Defined in Constitution).
8. Appoints, with approval of the Board, a qualified member to fill an unexpired term of a Board Member (Defined in Constitution).
9. Ensures all members of the Executive Board of Directors belong to appropriate conference committees and are involved in the leadership of the association.
10. Interacts as appropriate with SoACE, NACE, and other relevant associations to ensure that the State of Florida's activities, issues and concerns are accurately represented.
11. Ensures the Association's constitution is upheld at all times.
12. Submits ideas for content to the Communication & Outreach Committee for social media and marketing messages, including the "President's Message."
13. Works with officers, the Board, and committees to assure the updating of FloridaACE historical data on the FloridaACE web page and that the Google Drive is regularly updated.
14. Signs all contracts (Defined in Constitution).

15. Assists the Vice President in planning the annual conference.
16. Appoints a parliamentarian from the membership prior to the beginning of the annual Business Meeting and other meetings as deemed appropriate.
17. Provides training, as needed, to new Board members within two months of new members' service on the Board or facilitates communication and onboarding process between outgoing Board member and new Board member .
18. Upholds, at all times, the policies and procedures of the Association.
19. Oversees the following responsibilities among the members of the Board:
  - A. Reporting and updating the Board (or recommending another Board member more qualified to represent such organizations) about the activities of other associations and groups based on the affiliations and planned participation of the Board Members:
    1. NACE
    2. SoACE
    3. FL Legislature
    4. College of Central Florida Career Consortium (CCFCC)
    5. Florida Career Centers (FCC)
    6. Independent Colleges and Universities of Florida (ICUF)
    7. Southeast Florida Career Consortium (SFCC)
    8. Southeastern Federal Recruiting Council (SEFRC)
    9. Community/State College Consortium
  - B. Chairs and selects members to the conference site selection committee. Gathers site information, works with committee to review information and visit appropriate sites. Presents top choices to the Board for their recommendations. Works with ConferenceDirect to negotiate conference contract with selected site and signs final contract for next conference in line.
  - C. Performs Board liaison duties to assigned conference committees.
20. Determines President's Award recipient(s) at own discretion; may opt not to select a recipient if no member meets the criteria. Communicate with Past President so that they may order the engraved award(s) in time for conference.
21. Oversees *Communications & Outreach* committee. Provides activity report at each board meeting if a committee member is not present.

(updated January 2020, Tara Stevenson)