

NACDEP President

Key Responsibilities

In addition to the duties specified in the NACDEP bylaws, the President is responsible for setting agendas for Executive Committee meetings and distributing agendas to Executive Committee members at least 24 hours in advance. In the role of presiding chair at Executive Committee meetings, as a matter of procedure, the President will not vote on motions unless (1) the President's vote is needed to establish a quorum, or (2) there exists a tie vote to motion among the members present.

The President will appoint or reappoint the chairs of all committees in accordance with the bylaws within 60 days of taking office. The Committee Chairs, in consultation with president, shall appoint all committee members. The President will be responsible for hosting an orientation of all chairs annually via face-to-face or by conference call. With the exception of the Nominating Committee and the Annual Conference Planning Committee, the President is responsible for the appointment of NACDEP standing committee chairs annually unless stipulated by the NACDEP bylaws.

The list of both standing and select committee appointments will be vetted with the Executive Committee within 45 days following the change of offices. These appointments will be made within 60 days of taking office.

The President will also make other appointments periodically. For example, there is an appointment to the JOE Editorial Board Appointment once every three years.

The President, in conjunction with the site selection committee, is responsible for the Annual Conference site determination process for the conference occurring in the year that they rotate off the Board as Past President.

The President will serve as the spokesperson representing NACDEP. Members and officers of NACDEP will not represent NACDEP without review and consent of the President and/or President Elect. NACDEP representation includes but is not limited to speeches, exhibits, marketing materials, media appearances, and news releases.

The President is the chief liaison for and with the management firm. The President will serve on the Joint Council of Extension Professionals (JCEP) as a representative of NACDEP.

Schedule (based on a June NACDEP Conference)

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| June | Attend the Annual Conference, lead the Pre-Conference Board Meeting, and attend Post-Conference Board Meeting. The Pres Elect will become President during the Business Meeting and will lead the Post Board Meeting. |
| June | Attend the Annual National Program Leader Meeting at the annual conference representing NACDEP. |
| June | Sign Conflict of Interest Form |
| June | Review and sign BEOs for Conference Hotel. |
| June | Add to June newsletter looking for PILD Representative |
| June-June | Submit President's column for quarterly newsletter. Review newsletter and provide editing input to Editor along with Publisher. |
| June-June | Serve as the liaison and attend meetings for the conference planning year after next. |
| June-Feb | Continue (from President Elect year) serving on JCEP Leadership Conference planning committee. |
| June-June | Participate in monthly JCEP board meeting video conferences. |

June-June Review and accept (or reject) Regional Chapter applications that are provided by Regional Rep and reviewed with the board for approval. Send notice to Chapter representative of approval. Have Association Manager add new chapters to website list.

June Notify Association to add new board members to secure member clicks site.

June Notify Association to add names/photos of board to website

June Notify JCEP of new President Elect

June-June Write President Column for NACDEP Newsletter

July-June Develop and distribute agendas for Board Meetings at least 24 hours in advance.

July-June Preside at all Board Committee and General Membership meetings (at annual conference in partnership with President Elect).

July Coordinate with committee liaisons to conduct committee chair orientation. **July** Identify and appoint PILD Junior representative.

July The list of both Standing and Select committee appointments will be vetted with the Executive Committee within 45 days following the change of offices. These appointments will be made within 60 days of taking office.

July-Sept Develop the Board Retreat Agenda and coordinate logistics with Association Management. Sign BEOs for Board Retreat.

Aug-Sept Work with President Elect and Past President to determine site selection process for conference to be held just under three years from now.

October Issue call for conference site applications (conference to be held just under three years from now) - two month application period.

September Lead the Board Retreat at the conference location for following year.

November Review Contract Agreement with Management Firm and ensure everything is going smoothly.

Dec-Jan Work with Association Manager to send announcement of officer election results.

February Attend JCEP winter board meeting held in conjunction with JCEP Leadership Conference. Begin serving on JCEP Marketing Committee.

April Notify conference host committee chair of conference selection (conference to be held just under three years from now) and ask he/she to prepare for presentation and/or exhibit for upcoming June conference,

June Attend the Annual Conference and Pre- and Post-Conference Board Meeting. Lead Pre-Conference Board meeting.

June Attend JCEP summer board meeting held in location determined by JCEP.

June Destroy NACDEP credit card.