



MOUNTAIN EMBER TEAM BOARD OF DIRECTORS
JOB DESCRIPTION: PRESIDENT

The President is a voting member of the MET Board of Directors who is, first and foremost, responsible for the effective functioning of the Board. He or She presides at meetings of the Board. If no other person is designated as the chief executive, the President shall, in addition, be the chief executive and shall be the authorizing agent to sign legal, binding agreements for actions approved by the Board. He/she serves a two year term as a Board member with no limit to number of reelections. Officers are selected annually at the first meeting of the Board following the Annual Meeting.

The President is accountable to the Board for the fulfillment of the duties and responsibilities outlined below.

ANNUAL MEETING

- In consultation with the board, the President sets the agenda, presides over the meeting and facilitates discussion to ensure that all members have the opportunity to voice opinions.
- The President, with input and contributions from the board, prepares a President's Report to be presented at the meeting.

MEETINGS OF THE BOARD OF DIRECTORS

- The President (or designee), in consultation with board members, is responsible for setting the meeting agenda.
- He or She ensures that board actions are made via a clearly stated motion, a second, an opportunity for further discussion, and a vote to record ayes, nays, and abstentions.
- The President coordinates with the Secretary of the board to ensure that minutes of board meetings are clearly recorded and approved at the next meeting.
- The President coordinates with the Treasurer to ensure accurate and transparent reporting to the Board of MET finances.
- The President coordinates with Committee Chairs to enable their activities and report progress to the board.

- The President facilitates discussion at the board meeting to ensure that all members have the opportunity to voice opinions.
- Should the President not be available, the Vice President, the Secretary or other designee will preside at the meeting.

FUND RAISING

The President plays a leading role in the organization's fund raising activities, coordinating efforts with the Vice President and/or with a fund raising committee.

STRATEGIC PLANNING

The President encourages and supports the board's attention to strategic planning, including the establishment of a long range planning committee, to insure the board's continued ability to perform its mission and meet its goals.

SPOKESPERSON

The President represents the board and the MET organization at community meetings and events, makes public appearances as required, and interfaces with the media.

The President performs other duties assigned to him or her by the board or as prescribed in the MET Bylaws.