

Prepared July 5, 2007

## **SRM President**

Unofficial job description provided by John Tanaka, SRM President (2006)

**Appointment:** 3 year term, starting as 2<sup>nd</sup> Vice-President and rotating through 1<sup>st</sup> Vice-President to President. Your official term starts the last Friday of the annual meeting following your election). In recent years, the Executive Committee (Pres, both VPs, and the EVP) have met after the election and before the annual meeting to begin the transition process. It is ideal if you can start unofficially at the first Board meeting at the annual meeting (Friday or Saturday).

**Commitments:** Your time commitment will vary. By the time you get to be President, time commitments have varied from 5-20 hours per week. It will generally be lower as one of the Vice-Presidents. You could expect \$1,000-10,000 in travel costs per year (depends on meeting locations, your location, and your willingness to travel) above annual meeting costs. The President is provided a \$5,000 budget that can be allocated however she/he sees fit. For example, if the President's travel is covered by their employer, perhaps it would be allocated to another Board member whose travel is not. When possible, and depending on employer policy, registration and room costs may be covered when attending the annual meeting. This will vary by meeting and Board policy. Sections may also cover those costs, but that is a Section decision.

### **Duties of 2<sup>nd</sup> Vice-President:**

- Work as a member of the Executive Committee team. The EC has taken the philosophy of working as a team to ensure continuity of programs and implementation of the SRM strategic plan.
- Oversee all committees without favoritism. You should consider resigning from all current committee assignments.
- Represent Society in interactions with other organizations and entities, both national and international.
- Participate in policy decisions for SRM.
- Provide administrative direction to the Society, but no personnel duties.
- Represent the SRM at section meetings. These are distributed among current Board members each year to minimize travel.
- Write articles for the membership newsletter.
- Special assignments.

### **Duties of 1<sup>st</sup> Vice-President:**

- All duties of the 2<sup>nd</sup> Vice-President with the following exceptions/additions.
- Serve as chair of the budget committee.
- Fill in if the President is unavailable.
- Appoint members to the Administrative Committees (Finance, Nominations, Awards, Elections, Accreditation, Certified Professionals, and Consultants) and any other committee that has appointments as part of their approved handbook. All other committees are considered open and you would use a form letter appointment if requested by the individual.

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**Duties of the President:**

- All duties of the 2<sup>nd</sup> Vice-President with the following exceptions/additions.
- Supervise the Executive Vice President. In reality, this is done through consultations with the Executive Committee and Board as necessary.
  - President signs an annual contract with the EVP.
  - President conducts an annual performance review of the EVP.
  - President makes recommendations to the full Board on retaining the EVP and any compensation adjustments.
- Oversee all activities of the Society.
- Call and conduct any meetings of the Board of Directors. Work with the EVP in setting the agenda.
- Call and conduct any meetings of the Executive Committee. The EC is granted its authority by the full Board to conduct business between formal Board meetings and is intended to increase efficiency, not circumvent policy discussions among the full Board. The full Board is the only entity permitted to approve policy and expenditures outside of the budget.
- Develop the message to be taken to Section meetings by Board members.

**Expected activities:**

- Annual meeting (7 days) attendance.
- Summer Board meeting (~2 days) at a place to be specified.
- Annual visit to Washington, DC to contact federal agencies, other organizations, and key Congressional staff.
- Attend approx 1-3 section meetings (usually within the region where you live). These are set annually on a volunteer basis.
- Infrequent Board meetings via email and conference calls.
- Regular interactions with the Executive Committee and Board members.
- Be available to members at all functions. As you move through the “ranks” it becomes harder to present papers at the annual meeting. Your time belongs to the members and not yourself.

**Miscellaneous:**

- No compensation for travel (President gets a budget), your time, or use of other resources.
- Working with a group of 9 (6 board members, President and 1<sup>st</sup> and 2<sup>nd</sup> vice presidents) that provides an array of support.
- It is a wonderful experience that will give you insights into the organization and the profession.
- You will have the opportunity to have many discussions over the years with engaged members and nonmembers.
- You must be willing to spend the time over the year to be engaged with the Board and the Denver staff.
- Need to investigate/understand ethical issues of serving on a non profit organization board with fiduciary responsibilities and your employing organization.