



Academy of Certified Hazardous Materials Managers, Inc.

JOB DESCRIPTION

Effective: 01-12-07

Category: **Volunteer**
Job Title: **President (1 year term)**
Immediate Supervisor: **Executive Committee**
Subordinates: **Directors, ACHMM Staff and Committee Chairs**

Job Description:

General – The President or Chair of the Board of Directors is responsible for running ACHMM in keeping with the goals and objectives established by the Board of Directors (BoD). As chief elected officer, the President often serves a spokesperson for ACHMM to represent the best interests of the members, ACHMM, and the industry. He or she is a strong motivational force in the ACHMM and provides personal leadership to the other officers, board members, committee members, and staff. Communication is vital to promoting interest and active participation in the ACHMM.

I. Detailed

A. General Performance Requirements

1. Refer to the Job Description for the Director-at-Large regarding General Performance Requirements.

B. Specific Performance Requirements

1. Serve as the principal spokesperson for the ACHMM to the members, the press, other organizations, and corporations.
2. In concert with other ACHMM officers and Directors, establish and execute the goals of ACHMM in accordance with policies, procedures and bylaws.
3. Ensure that ACHMM elections are conducted appropriately. The President may call a special meeting of the BoD to initiate a mail ballot on a specific issue.

4. Advise the ACHMM BoD and officers on the condition and operations of the organization.
5. Promote ACHMM, its chapters and the CHMM program.
6. Appoint committees and committee chairs including standing committees and ad hoc committees as needed. The President outlines the purpose, duties and goals of these committees and monitors their progress.
7. Support and defend the policies and programs adopted by the BoD.
8. Team with the appropriate ACHMM Committees to communicate with federal and state legislative bodies and federal state government officials.
9. Be responsible for the performance of all non-volunteer and paid staff of ACHMM.
10. Have overall management responsibility for the paid personnel of the ACHMM in the absence of an Executive Director.
11. Oversee the implementation of the Strategic Plan and direct the BoD and Committees,
12. Appoint an incoming director to the position of “Alternate Parliamentarian”, at the beginning of term, in the event of the Secretary’s absence.
13. Appoint a CHMM in good standing to the position of International Ambassador.
14. Select the dates for the quarterly BoD meetings in accordance with ACHMM standard procedures (POL-01-007). Two meetings are planned in conjunction with the National Conference (summer quarter) and the Leadership Conference (spring quarter).
15. Provide personal leadership to the other officers, board members, committee members, and staff.

II. Time Management and Accountability

A. Calendar and Deadlines:

1. Respect calendar and deadlines, including those listed in the Board Book and generated by the ACHMM Editorial Team (AET).

B. Paperwork and Administration Duties

In addition to the Paperwork and Administration Duties detailed in the Director Job Description, the President must also perform the following duties:

1. Prepare and present the Annual Report to the Membership at the National Conference each year.

2. Develop and submit monthly EC meeting agendas 7 business days prior to EC meetings and 30 days in advance of quarterly BoD meeting with input from the BoD and Executive Director /National Office Staff (ED/NOS).
3. Review meeting minutes prior to transmission to the general membership.

C. Appointment and Time Commitment

1. Commit no less than 15 hours per month to this position.

III. Meetings

A. General

In addition to the General Meeting requirements detailed in the Director-At-Large Job Description, the President must also:

1. Preside over and prepare for all BoD and EC face-to-face meetings, scheduled teleconferences or internet meetings held periodically throughout the year, including the meeting associated with the annual conference.
2. Preside at the annual general membership meeting,
3. Maintain confidentiality of the EC sessions.
4. Develop agenda for each BoD or EC related meeting with input from participants.
5. Preside at all meetings of ACHMM and of the Board of Directors in accordance with the By-laws and Robert's Rules of Order Lite (RROL).
6. Contact the Vice President and the ED/NOS as early as possible to alert to an inability to participate in any meeting.
7. Attend ACHMM Committee Meetings as scheduled.
8. Attend or assign a representative to attend the annual IHMM-ACHMM meeting.

B. Chair

1. Serve as Chair of the Executive Committee and general BoD sessions.

C. Membership

- 1 Act as member and preside as chair of EC and BoD meetings.
- 2 Act as a member of the AET. Team members include the Chair of

Marketing Committee, Secretary, President and Executive Director.

IV. Other Duties

A. Fiduciary Responsibility

Refer to Director-At-Large's Job Description for Fiduciary Requirements.

B. Fundraising

1. Give an annual gift according to your personal means (direct financial or in-kind).
2. Strive to be personally responsible for bringing in donations to the organization on an annual basis; this could be in direct contribution (personal check), donation via member's company or organization, sponsorship for conference or other program, grants or contracts, recruitment of members to ACHMM, or in-kind services such as donation of training or other professional services.
3. Assist in implementing fund raising strategies through personal influence with potential funding sources.

C. Membership

Refer to Director's Job Description for Membership Requirements.

D. Strategic Planning

In addition to the General Meeting requirements detailed in the Director Job Description, the President must also:

1. Guide the Strategic Development of ACHMM as a member of the Strategic Development Committee.

E. Requirements for Position

1. A qualified candidate for the position of President shall meet the requirements for a Director.
2. The President will have served as ACHMM Vice President/President Elect and normally accede to the position of Immediate Past-President for the specified term, usually one year.

D. Benefits

All benefits afforded to volunteers of the ACHMM by policy (POL-05-001 and PRO-04-002) or otherwise.

I, _____, having read the above statement of roles and responsibilities for members of the Board of Directors of ACHMM, do hereby commit to meet these expectations.

Signed:

Insert Individual's Name Here.