Position Description

Asia Pacific Federation President

Summary:
The Asia Pacific President shall be the chief elected officer representing the entire Asia Pacific membership. He/She shall make all required appointments of Standing and Ad Hoc committees and Task Forces. The President is responsible to the Board and to the Asia Pacific membership for seeing that programs and policies of Asia Pacific reflect the needs and aspirations of the Asia Pacific membership, accomplish the objectives and goals of Asia Pacific and support the general objectives, goals and philosophies of ICHRIE.

The Asia Pacific President represents the interests of all Asia Pacific members and their regional, national and international concerns; shall be responsible for reporting back to Asia Pacific on matters of concern to the Federation and individual members. The President shall be responsible for the conduct of the Federation’s affairs in a manner that will ensure the accomplishment of the Federation’s objectives, subject to the provision of the ICHRIE’s Constitution and Bylaws and the Asia Pacific Bylaws, and in concurrence with policy decisions made by ICHRIE’s and Asia Pacific’s Board of Directors. The President shall preside at all business meetings of Asia Pacific. The President shall set the agenda for all Executive, Board and membership meetings of the Federation. The President shall present a report on the status and progress of the Federation at its Annual Business meeting.

The President shall perform all tasks associated with administering the Federation not specifically delegated to another individual or prohibited by these guidelines. The President, upon completion of his/her term, will become Past President.

The President shall exercise personal leadership in the motivation of other officers, board members, committee and SIG chairs, committee and SIG members, and membership as well as influence the establishment and achievement of goals and objectives for the organization during the term of office. He/she shall act as spokesperson and inspirational leader and play an important role in monitoring and evaluating organizational performance and effectiveness. He/She shall work in partnership with the Asia Pacific Board of Directors, helping to achieve the mission, value and goals of Asia Pacific and the general goals and philosophies of International CHRIE and shall make every effort to optimize the relationship between Asia Pacific and ICHRIE.
Duties, Responsibility and Authority:

- Presides at and attends all meetings of the members, Executive Asia Pacific Committee and Board of Directors. Coordinates agenda and meeting materials for the Executive, Board of Directors and members meeting.

- Attends ICHRIE Full Board Meetings.

- In coordination with all members of the Asia Pacific Board of Directors, sees that the Executive Committee and Asia Pacific Board of Directors are kept fully informed on the conditions and operations of Asia Pacific.

- Appoints members of the Asia Pacific Board of Directors as the Asia Pacific bylaws allow (e.g. area consultants) based on recommendations and input from members of the Asia Pacific Board of Directors.

- Supports and defends the policies and programs adopted by the members and the Asia Pacific Board.

- Promotes interest and active participation in Asia Pacific and ICHRIE on the part of membership and reports activities of the Asia Pacific and ICHRIE Board to members by means of letters, publications, reports, articles, or speeches.

- Acts as spokesperson for Asia Pacific to the press, the public, legislative bodies, and related industry organizations.

- Presents a report of Asia Pacific at the annual ICHRIE Executive Board meeting.

- Presents a report on the status and progress of the Federation at its Annual Business meeting.

- In concert with the Treasurer and based on recommendations and input from members of the Asia Pacific Board of Directors, prepares an annual Asia Pacific budget.

- Sees that all orders, standing rules, and resolutions of the Asia Pacific Board of Directors are carried into effect.

- Assumes a key role in the orientation and transition of the Asia Pacific Vice President to duties of Asia Pacific President.
• Annually focuses the Asia Pacific Board’s attention on its structure, role, and relationship to Asia Pacific and the general rules of ICHRIE organization. Assures that the Asia Pacific Board of Directors is satisfied that it has fulfilled all of its responsibilities.

• Ensures that the needs of the Asia Pacific membership are met.

• Approves and evaluates programs and activities of Asia Pacific.

• Plans the future direction of Asia Pacific.

• Establishes broad policies to guide the operation of Asia Pacific.