Position Description

EuroCHRIE Federation PRESIDENT

Summary:
The EuroCHRIE President shall be the chief elected officer representing the entire EuroCHRIE 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 EuroCHRIE membership for seeing that programs and policies of EuroCHRIE reflect the needs and aspirations of the EuroCHRIE membership, accomplish the objectives and goals of EuroCHRIE and support the general objectives, goals and philosophies of ICHRIE.

The EuroCHRIE President represents the interests of all EuroCHRIE members and their regional, national and international concerns; shall be responsible for reporting back to EuroCHRIE 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 EuroCHRIE Bylaws, and in concurrence with policy decisions made by ICHRIE’s and EuroCHRIE’s Board of Directors. The President shall preside at all business meetings of EuroCHRIE. 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 EuroCHRIE Board of Directors, helping to achieve the mission, value and goals of EuroCHRIE and the general goals and philosophies of International CHRIE and shall make every effort to optimize the relationship between EuroCHRIE and ICHRIE.

Duties, Responsibility and Authority:

1. Presides at and attends all meetings of the members, Executive EuroCHRIE Committee and Board of Directors. Coordinates agenda and meeting materials for the Executive, Board of Directors and members meeting.
2. Attends ICHRIE Full Board Meetings.

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

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

5. Supports and defends the policies and programs adopted by the members and the EuroCHRIE Board.

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

7. Acts as spokesperson for EuroCHRIE to the press, the public, legislative bodies, and related industry organizations.

8. Presents a report of EuroCHRIE at the annual ICHRIE Executive Board meeting.


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

11. Sees that all orders, standing rules, and resolutions of the EuroCHRIE Board of Directors are carried into effect.

12. Assumes a key role in the orientation and transition of the EuroCHRIE Vice President to duties of EuroCHRIE President.

13. Annually focuses the EuroCHRIE Board’s attention on its structure, role, and relationship to EuroCHRIE and the general rules of ICHRIE organization. Assures that the EuroCHRIE Board of Directors is satisfied that it has fulfilled all of its responsibilities.

14. Ensures that the needs of the EuroCHRIE membership are met.

15. Approves and evaluates programs and activities of EuroCHRIE.

16. Plans the future direction of EuroCHRIE.

17. Establishes broad policies to guide the operation of EuroCHRIE.