



PRESIDENT

Committee: Executive

Board Term: 2 years

Position Term: 1 years

Time Commitment: ≈10 hours/mo.

Paid/Volunteer: Volunteer

ROLE SUMMARY

The President is responsible for leading regular board meetings, ensuring all board members are fulfilling their assigned duties, and ensuring that the board is carrying out their mission. With the Executive Committee, the President, provides direction and support, per the organization's by-laws, to the Administrator and all committee chairs to ensure the year is a success.

EXPECTATIONS

- Lead monthly board meetings and two strategic planning meetings per year, working with the Administrator to ensure agenda and location are secured.
- As part of the strategic planning sessions, lead creation of the current year priorities, including the charity for the year, programs track is in alignment with the mission, and that all committee chairs have a strong plan for the year.
- For the December luncheon presentation, prepares and presents the meeting agenda, the slide deck, and all the thank you's to the Board, sponsors, and speakers.
- Provides oversight and guidance to the Treasurer on all financials, as needed.
- Serves as the local network ambassador to the global WorldatWork organization.
- Signs contracts, is a signatory on all accounts, and holds a TRPDX credit card.
- Provides all guidance and support necessary to support the organization's mission.
- Attends the annual WorldatWork conference and local member event

REQUIREMENTS

- WorldatWork member preferred.
- Ability to manage money and in financial good standing.
- An ability to lead a group of people towards a common goal/mission.
- Ability to attend board meetings, including monthly board and strategy meetings, with onsite attendance as required.

TRPDX is committed to providing an environment of mutual respect where equal employment opportunities are available to all industry professionals without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age,



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physical and mental disability, marital status, sexual orientation, gender identity, military and veteran status, and any other characteristic protected by applicable law.

Updated: March 2022