

NAEMT Position Description

Job Title: President

Supervises: All aspects of the operations of NAEMT

General Overview: Serves as the Chief Executive Officer for the association. Responsible for oversight of all association operations.

Responsibilities:

1. Serves as the Chair for all meetings of the NAEMT Board.
2. Serves as the Chair at the annual NAEMT General Membership Meeting.
3. Provides regular reports to the Board on the operations of the association.
4. Provides regular reports to the membership on the activities of the association.
5. Appoints the chairs and members of all NAEMT committees, as established by the Board. Serves as an ex-officio member of all committees.
6. Appoints task forces or working groups as requested by the Board, or as may be required, to effectively conduct the business of the association.
7. Appoints members as NAEMT representatives to other organizations.
8. Assigns members to represent NAEMT at meetings of other organizations and federal agencies.
9. Reviews and pre-approves, in consultation with the Treasurer, travel reimbursement requests.
10. Works with the Executive Director to schedule conference calls and meetings of the Board in accordance with the bylaws and policies of the association.
11. Works with the Executive Director to develop and distribute Board conference call/meeting agendas and background materials.
12. Ensures that NAEMT has a current strategic plan that is used as the basis for all operational plans and activities.
13. Makes recommendations to the Board, as needed, on policies, procedures, projects and activities consistent with NAEMT's bylaws and strategic plan.
14. Represents the association at meetings of other organizations and federal agencies.

15. Works with the Executive Director and Treasurer to develop the annual budget for approval by the Board.
16. Notifies in writing all candidates of the results of elections for open positions on the NAEMT Board.
17. Authorizes education program committee chairs to establish agreements with international partners to hold NAEMT educational courses in other countries in accordance with NAEMT policies governing such activities.
18. Serves as the official spokesperson for the association. Ensures that the association maintains positive and productive relationships with media, sponsors, other organizations and federal agencies.
19. Serves as the primary liaison between the Board and the Executive Director. Regularly conferences with the Executive Director to ensure that all work assigned to headquarters staff is carried out appropriately. Responsible for the annual performance reviews of the Executive Director.
20. Serves as a signing officer, as required, on official correspondence, checks, applications, reports, contracts or other documents on behalf of association.
21. Fully complies and promotes adherence to the bylaws and operational policies of the association.
22. Conducts the affairs of the association in a manner befitting the position of president and in accordance with the NAEMT Code of Conduct.

Qualifications:

- All of the qualifications for NAEMT officer as enumerated in Article 5.5.2 of the NAEMT Bylaws.
- Interest in and ability to devote the time necessary to effectively serve as the leader of NAEMT.
- Leadership experience, either in a professional or voluntary setting.
- Ability to lead a diverse group of people within a collaborative, consensus building framework.
- Good written and verbal communication skills.
- Good organizational skills.
- General understanding of non-profit organizations and financial requirements.
- General understanding of financial reports (profit and loss, balance sheet).
- Comfortable making decisions in a leadership role.

