

## **Role of the VATA President**

### **2-year position, 7-10 hour commitment per month**

- Lead VATA to align with annual objectives and 5-year strategic plan
- Delegate responsibilities to board members, representatives, and committees
- Facilitate monthly board meetings and collaborate on the discussed agenda
- Assist, support, and direct as needed

### **Formal Description (per ByLaws)**

1. Conducting a meeting is one of the most effective means of displaying your role as a leader. Prepare and review the agenda in advance.
2. You are an ex-officio member of all committees. You have the same right as other committee members, but you are not obligated to attend committee meetings nor are you counted upon in determining if a quorum is present. Try to show your support through communication and attendance at the various meetings.
3. Learn to delegate responsibilities. As President, you conduct the meeting and maintain the organization's format. However, listen to the voice of the membership – it is their organization.
4. Direct, assist, support, recognize, trust and enjoy your Chapter leadership role. 5. Maintain contact with AATA as needed and appropriate.
5. Hold regular Board Meetings to:
  - a. Establish Chapter goals and objectives for the year at the first meeting of each year, considering the chapter's strategic plan.
  - b. Review committee assignments and progress.
  - c. Formulate/review policies by which the Chapter will function.
  - d. Prepare an agenda for the Annual Member Meeting
6. Board Meeting scheduling:
  - a. Plan Board Meetings so that officers can attend.
  - b. Appoint committee chairs prior to the first Board Meeting so they may attend.
  - c. Establish Board Meeting times and notify all members. At the time of notification, ask for suggestions for agenda items. Secretary may provide support in this area.
  - d. Prepare and agenda for the meeting and give a copy to the Secretary for advanced distribution.
  - e. Conduct the meeting in a structured manner in order to cover the agenda items within a reasonable period of time. Secretary may provide support in this role.