

NATIONAL PRESIDENT

POSITION DESCRIPTION

The National President is elected by the members of the association in accordance with the National Constitution and Bylaws and is the Chief Executive Officer of the Association.

Authority

As the Chief Executive Officer of the Association, the National President has complete authority subject only to the limitations established by the Articles of Incorporation, the National Constitution and Bylaws.

Duties and Responsibilities

The following specific duties and responsibilities are delegated to the National President. This list is not intended to be inclusive.

1. Preside as Chair of the National and Executive Boards and will be an ex-officio member of all committees except the National Nominating Committee.
2. Select and appoint individuals to serve on the Board of Advisors.
3. Biennially, appoint a chairperson and a representative from each region to make-up the National Nominations Committee.
4. Submit the "President's article" for each published issue of *The Property Professional*.
5. Preside at the annual National Board meeting and National Conference of NPMA. Prior to the opening of the national sessions, the President will appoint such convention officers and committees as may be required to transact the business of the meeting.
6. Establish activities, tasks and committees as relates to the association's business activities; appoint the chair of the Certification Appeals Board.
7. Appoint the National Editor and other committee chairs as authorized by the Bylaws.
8. Manage the performance of the National Office and the National Office staff.
9. Perform all other powers and duties as may be prescribed by the National Board or by these Bylaws.
10. The Outstanding Member Award is given at the discretion of the National President. It has traditionally been awarded once each year at the National Education Seminar. (See Outstanding Member Policy and Procedures)
11. For the Jack Griffith's Property Person of the Year Award, The National President shall appoint a committee composed of at least three (3) prior recipients of the award and/or past Presidents to make the selection of the National Winner from the region candidates and any at large nominees. In the interest of impartiality, selection panel members should not be from chapters of which a candidate is a member. The selection panel will present the name of the National Winner to the National President no later than two (2) weeks prior to the National Seminar.

Performance Schedule

1. The National President shall appoint directors from the recommendations of the appropriate Vice President.
2. Forward to the Executive Director items for the agenda for Executive Board, National Board, and General Membership Meetings.

3. Initiate the following types of communication:
 - a) Chapter visits as requested.
 - b) Preside over the Chapter Presidents meeting at the National Seminar.

4. National Office Interactions

Presidents Responsibilities	National Office's Responsibilities
Participate in periodic conference calls with the Executive Director and National Meeting Planner.	Participate in periodic conference calls with the President.
Forward agenda items for meetings	Develop and distribute meeting agendas
Forward Board of Advisor members names	Maintain Board of Advisor's database
Co-signs checks greater than \$1,000	write all checks, forward checks greater than \$1,000 for co-signature

5. National Office General Responsibilities
 - a. Distribute and mail all correspondence in a timely fashion.
 - b. Fulfill all special requests.
 - c. Share ideas and make recommendations for the President to take under advisement

6. Transition with National Office
 - a. For banking purposes the President must supply social security number, drivers license number, expiration date, and birthday.
 - b. Provide three samples of signature on white paper with a fine tip black marker, for scanning into computer.
 - c. Rewrite form letters mentioned above, available during transition meeting.
 - d. Sign appropriate signature cards for Association financial accounts.