**Position:** President

**Length of Term:** X year(s) as president, X years in presidential line

* President elect: X year(s), served immediately before
* Past president: X year(s), served immediately after

**Estimated Time Commitment:** 3-4 hours per month

**Summary** Serve as the chief executive officer and spokesperson of the Unit. Call meetings of the board and establish committees to ensure functionality, presence and organizational compliance. Provide the vision, structure, culture and environment to enable the unit to meet the mission and goals created as a team. Effectively operate the unit so that the needs of the members are met. Perform other duties as required by unit bylaws. Serve as voting member of Unit Board.

**Responsibilities**

* Set direction for the Unit: perform strategic thinking and planning, help set mission and vision, honor organizational values, promote positive public image, approve operational and annual plans
* Serve as a voting member and presiding officer of the Board of Directors
* Arrange meetings and develop agendas for the Board of Directors
* Ensure resources for the Unit, capably engage the board of directors, measure progress on strategic plan, monitor programs and services
* Periodically consult with board members on their roles and help them assess their performance
* Appoint chairs of micro-committees; appoint ad hoc committees, as needed
* Attends and participates in all board, presidential line and general business meetings
* Serve as liaison and resource to subdivisions and chapters within the Unit
* Serve as point of contact to CEC headquarters, reporting needs and updates as necessary, including board of director roster updates
* Mentor President Elect and other members serving on the Unit’s Board of Directors
* Ensure an orderly transition of duties to the President Elect at the end of their term of office.
* Lead effective transition to a new board annually
* Ensure resources for the Unit are well-allocated, capably engage the board of directors, measure progress on the strategic plan, monitor programs and services
* Attend or designate attendance at CEC virtual Townhalls

**Qualifications**

* Served on board for X years, including X year(s) as president elect
* Be a current member of the Council for Exceptional Children
* Demonstrates commitment to Unit’s mission, vision, strategy and goals
* Ability to plan, organize and execute duties required by the position
* Ability to complete projects within established timeframes
* Ability to delegate tasks and ensure follow-through

Last Updated: Month Year