

Position Description

MADHVS/President

Shall preside at all meetings of the association, be an ex-officio member of all committees, except the nominating committee, and have general supervision over all activities of the association.

Shall be regularly informed of association finances.

Shall recommend to Board of Directors for payment all disbursements in excess of one hundred dollars (\$100.00) not previously sanctioned.

Shall be a member of NEADHVS and attend Executive Board meetings and their annual meeting as representative of MADHVS with expenses underwritten by MADHVS.

Shall represent the Association at the annual meeting of the American Society of Directors of Volunteer Services (ASDVS) with expenses underwritten by MADHVS.

Shall appoint a secretary pro tem in the absence of the secretary.

Shall appoint area chairs.

Shall appoint chairs to all standing committees, except the Nominating Committee.

Shall appoint chairs to ad hoc committees as needed.

Shall send letters to CEOs regarding board appointments.

Shall compile and render annual reports on the activities of the Association to its members, to NEADHVS and ASDVS.

Shall submit a set of records to successor at the Association's annual meeting, and be available to orient successor.

Shall, upon completion of term, be available to the Board of Directors of MADHVS when so requested in an advisory capacity.