

# **PSEA President Job Description**

## **Overview**

The President is the Chief Executive Officer of the Pennsylvania Society of Enrolled Agents (PSEA) and presides at all PSEA meetings. The President is elected by the membership annually to serve a one year term. The President is responsible for protecting PSEA interests and the rights of all members. The President leads PSEA in achieving its goals. The President must know and understand PSEA's core values, strategic plans, bylaws and policies and procedures.

## **Responsibilities**

- The President is PSEA's representative at all association meetings.
- The President informs the Board of any concerns or other matters that affect PSEA's mission.
- The President chairs the Executive Committee and calls Executive Committee meetings as needed.
- The President chairs the Board of Directors and calls Board of Directors meetings as needed.
- The President determines the time and place for all meetings of the Board of Directors and the Annual Membership meeting with the approval of the Board. The President issues a call to the Annual Membership meeting at least thirty days prior to the meeting.
- The President appoints or nominates committee chairs, committee members, subcommittee chairs, subcommittee members and task forces as needed. The President may consult with committee chairs in nominating committee members.
- The President provides overall leadership and general supervision of PSEA affairs.
- The President develops agendas for Board meetings.
- The President ensures that all provisions of PSEA's governing documents are observed.
- The President and his / her delegate act as PSEA's spokesperson to the media, legislature and regulatory bodies.
- The President can approve emergency expenditures.
- The President is a signer on all PSEA bank accounts and may be asked to countersign checks written in excess of \$1,000.
- The President serves as an ex-officio member of all committees except nominating and ethics and professional conduct.

- The President prepares a written report for Board meetings and a written annual report for the Annual Membership meeting.
- The President maintains open communication and promotes cooperation with the PSEA Board of Directors.