

## **SMA President Job Responsibilities**

### **Per Bylaws:**

The President shall preside at all meetings of the Association, but may delegate this responsibility to the President-Elect or to another voting member of the Executive Committee at their discretion. The President shall have whatever authority may be required for management of the affairs of the Association during the interim between annual conferences, except that he/she/they (hereafter “they”) may not encroach on any specific grants of authority made hereafter by this Constitution to officers or committees. They shall conduct the annual election of officers including the tabulation of ballots as outlined in the Constitution Article VI and verified by the Chair of the Board of Governors. They shall present a report of the status and progress of the Association at the business meeting at the Annual Conference. The President shall make committee assignments on an as needed basis. The President shall assist the rest of the Executive Committee on an as needed basis in order to ensure the Association’s longevity. For more specific duties, please see the SMA website.

The Executive Committee shall solicit candidates for elected and appointed positions via email announcement following the Annual Conference by January 15<sup>th</sup>. The election for elected positions are to be completed by March 31<sup>st</sup>. From members voicing interest in serving in an elected or appointed position, the Executive Committee shall submit a list of all interested and qualified members and their credentials including its recommendation of the top two candidates for each position to the Nominating Committee for consideration. Nominating Committee shall prepare a slate of officers, considering recommendations of the Executive Committee, with two nominees per contested office, except in situations where the listing of one candidate is deemed appropriate. Additionally, the Nominating Committee shall also list on the election ballot the names of BoG candidates, representing SMA Distinguished Fellows, Rusty Brooks Distinguished Service Award recipients, and members-at-large. Upon completion of the ballot, the SMA Executive Committee will manage the balloting process.

The officers of the Association shall be elected to office for their associated terms of service by email ballot. **Such elections shall take place the first quarter of a year for terms beginning in that year.** A majority of the ballots returned shall be sufficient to elect. The results of the election shall be announced at the business meeting at the annual conference, and at the close of the business meeting the new officers shall take office.

### **Thus, the President’s Role Entails:**

- Officially call and run all Executive Committee (EC) meetings unless appointing another in their absence.
- Email announcement soliciting for EC open positions and nominations to the Board of Governors (BoG) open positions.
- Execute the vote on EC and BoG positions within the year’s first quarter (By March 31<sup>st</sup>)!
- Manage all the affairs of the association throughout the year. This includes ensuring that all officers of the EC are carrying out their functions and assisting as needed.
- Work with the BoG chair on strategic matters and correspond about EC actions.
- Present the status report of the Association at the Annual Meeting.
- The President hands out the awards and takes photos with all the award winners at the awards luncheon at the conference while the President-Elect announces on stage.