

NHLTA JOB DESCRIPTION

PRESIDENT

Purpose:

The President represents the NHLTA as ambassador to its members and the library world, leads the NHLTA as its chief executive officer, and carries out the responsibilities and duties of the President as defined.

Specific Responsibilities:

- Serve as chair of the Board of Directors and the Executive Committee.
- Prepare and distribute the agenda.
- Appoint chairs of all committees except for Finance, recommend proposed Governance committee members to the Board.
- Serve as an ex-officio member of all NHLTA committees. Is a member of the Governance Committee.
- Sign all approved contracts and legal documents.
- Is an authorized signer, in addition to the Treasurer, on all NHLTA accounts.
- Represent the NHLTA in interactions with the organization, the community, and outside resources.
- Appoint liaisons to other associations as needed.
- Present awards or delegate someone else to present them.
- Regularly contribute an article/letter to the NHLTA newsletter each quarter.
- Establish and clarify area of focus.
- Perform other duties as needed to support the mission and goals and objectives of the NHLTA.