

APLD President Job Description

Position Term: 1 year

1. Oversee Board of Directors and Executive Committee
2. Lead Board meetings and conference calls, working with Executive Director to develop agenda and strategize on topics of importance for discussion
3. Write four (4) president's messages for The Designer, including one at end of year detailing current year's progress and plans for following year
4. Write President's message for the annual report
5. Be present at annual conference – welcome attendees at reception and speak at annual business meeting if held there
6. Member of Nominating Committee
7. Listen in on all committee conference calls when possible (optional)
8. Be present, help plan, and possibly speak at chapter leadership symposium
9. Liaise with Executive Director, committee chairs and staff over any emergency issues
10. Write articles or be interviewed occasionally for PR
11. Travel possible to other organizations' trade shows to represent APLD