President Job Description

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The President serves as Chairperson of the ASET Board of Trustees and has the fiduciary responsibility for all ASET activities during his/her term. The President is responsible to the Society membership. Additionally, the President assures that all officers, committee chairs, liaisons, and representatives fulfill their duties and obligations, and that the decisions of the membership and its Board of Trustees are carried out with the best interests of the Society. Demonstrates leadership behaviors that include accountability, humility, forgiveness, and stewardship.

I. Duties and Responsibilities

A. Abides by the ASET Code of Conduct.

B. Performs and abides by all duties and responsibilities of a member of the Board of Trustees. However, the President votes on ballots only in the case of a tie.

C. Receives and responds within 24 hours to communications from ASET President and/or Executive Office on issues that require immediate comments or review.

D. Responds thoughtfully and promptly to requests for input from the Executive Committee or Board of Trustees.

E. Serves as a member of the Executive Committee

F. Serves as the Chairperson of the Board of Trustees with responsibility for the general supervision, direction, and control of the business affairs of the Society in conformity with policies and procedures. Presides as Chair over all meetings of the Society membership, Board of Trustees, and Executive Committee of the Board. Travels to a minimum of two meetings: the annual meeting (convention) and the mid-year Executive Committee meeting.

G. Serves as the liaison officer to physician affiliates and technologist credentialing agencies.

H. Appoints chairpersons for the Society's committees and councils (except the Nominating Committee whose Chair is appointed by the Board), subject to approval of the Board of Trustees. Serves as an ex-officio member on all committees and councils except Nominating.

I. Assures that all officers, committee chairs, liaisons, and representatives fulfill their duties and obligations, and that the decisions of the membership and its Board of Trustees are carried out with the best interests of the Society.

J. Appoints liaisons and representatives to other organizations, subject to approval of the Board of Trustees.

    1. Relays duties and assignments to those appointed.

K. Compiles meeting agendas, secures verification of a quorum and assures meetings are effectively coordinated and conducted.

L. Determines the need for and appoints a parliamentarian when deemed necessary.

M. Provides mentorship for the President-Elect, which includes information sharing information.

N. Assures completion of an annual report to the general membership.

O. Oversees the performance of the Executive Officers and Board of Trustees to assure that their duties are fulfilled and that conflicts of interest are disclosed

P. Oversees use of Society resources to support Society activities.

Q. Oversees the Executive Office of the Society through management of the Executive Director when the Board or Executive Committee is not in session *(the Executive Director formally reports to the Board or Executive Committee when either is in session, otherwise reports to the elected President*).

    1. This includes regular communication with the Executive Director, problem resolution, performance evaluation, and other management responsibilities.

R. Represents the Society to all external organizations.

S. Communicates, or delegates to an appropriate representative, the position of ASET and the Board.

T. Makes a personal appearance, as requested, before key groups, other professional organizations, and any other entity, which may assist in the Mission of the Society.

1. This may include frequent travel on Society business, delivery of written and verbal testimony, audio-visually assisted speeches and, publication of completed works.

U. Reviews the financial, membership, and other management information reports and assures that appropriate action is taken.

V. Assures that the communication among the Board of Trustees, Executive Committee, Committees and other organizations is effective and that issues are resolved to meet the Society's Mission.

W. Reviews committee and appointee progress reports at least annually.

X. Communicates with members regularly through the President's column in the newsletter and a written report in the Annual Report booklet, as well as individual personal communications as appropriate.

Y. Specific Duties at Annual Convention

1. Serves as host/hostess for all Society social events.
2. Prepares a guest list for the President's thank-you party (when held) and provides the list to the executive office one month before the annual meeting.
3. Performs the exhibit hall ribbon cutting and serves as host/hostess for the exhibit hall reception.
4. Personally greets and expresses gratitude to vendors and suppliers.
5. Represents Society during entire convention week and conducts him/herself with decorum in keeping with the professional position he/she holds.
6. Presides over the Annual Business Meeting including preparation of agenda, presentation of awards, installation of officers, and presenting an Annual Address to the membership.

Z. As ex-officio member of all committees, attends as many committee meetings as feasible; acts as a resource and facilitates completion of committee goals.

AA. At end of the term, serves as a member of the Board of Trustees in the capacity of Immediate Past President for two years.

-- Approved 03.19.2022