

President | Board Position Description

TITLE:

President

TERM:

As with all Board positions, this position begins annually on January 1 after elections are conducted. This position serves a 1-year term.

DUTIES:

- Presides at official meetings of the organization including the monthly full Board and monthly Executive Committee Meetings via videoconference (each meeting is one hour, plus preparation time);
- Establishes new, non-standing committees and appoints all committee chairs not already identified in the Bylaws;
- Provides general supervision of the work of the organization and represents the organization in its various activities;
- Delivers opening remarks at MMANC Signature Events and the MMANC Annual Conference;
- Serves as the liaison to corporate partners and partner organizations;
- Takes steps necessary to implement MMANC's strategic plan;
- Works alongside Vice-President to secure corporate sponsors and/or working with MMANC volunteers to maintain corporate partner relationships;
- Attends all one-day signature events (Winter Forum, Women's Leadership Summit and Summer Symposium) and the three-day MMANC Annual Conference, in addition to region events when possible;
- Appoints MMANC members to committees, including but not limited to the MMANC Elections Committee, Credentialed Government Leader (CGL) Committee, ICMA Ethics Committee, the following year's ICMA Conference Planning Committee and the following year's League of California Cities' Policy Committees;
- Serves as the representative and liaison for MMANC for the following organizations:

Organization

Time Commitment

Cal-ICMA Board of Directors

Meets via conference call for 1 ½ hours, six times per year

League of California Cities' City Manager's Department Executive Committee

Meets via conference call for 1 ½ hours, six times per year, including two all-day in-person meetings

Institute for Local Government Board of Directors

Meets all day on a quarterly basis in Sacramento, including a two-day Summer Meeting (location rotates in California)

Preparing the Next Generation (PNG)/Talent Development Initiative

Meets quarterly, including one in-person meeting at the MMANC Annual Conference

League of California Cities' City Manager's Department Meeting and the ICMA Annual Conference*

Length of Conference (3-4 days each)

* Conference expenses covered by the League of California Cities and ICMA, and travel/lodging expenses covered by MMANC

- Executes contracts on behalf of MMANC; and
- Serves as an ex-officio member of all MMANC committees.

OVERSIGHT:

The President serves as the chairperson of the Executive Committee which consists of the President, Vice President, Finance Director/Treasurer, Conference Director, Communications Director/Secretary, Membership Director, Program Director and Immediate Past President. The President also chairs the Board of Directors meetings.

QUALIFICATIONS:

Must be a current member in good standing.

Presidents have typically served in Executive Committee roles prior to serving as President in order to gain experience leading up to the role. Incumbents have typically served as Vice President and Program Director prior to assuming the role of President, in addition to prior service in another Executive Committee role and as Region Co-Chair.

ADDITIONAL CONSIDERATIONS:

The time commitment for this volunteer position is five to ten hours per week, in addition to meetings during the work week as specified in the Duties section listed above.

Any vacancy in the office of Vice President, Program Director, Conference Director, Membership Director, Communications Director/Secretary, and Finance Director/Treasurer shall be filled by the President with the advice and consent of the Board of Directors.

After the term of President is served, this position will serve in a one (1) year term immediately following their role as the Immediate Past President.