



NCRA PRESIDENT JOB DESCRIPTION

OVERVIEW

The President is the chief elected officer of the National Court Reporters Association (NCRA) and presides at all NCRA meetings. The President serves a one-year term, and immediately after the one-year term, the President-Elect becomes President. After that one-year term, the President becomes Immediate Past President. The President is responsible for protecting NCRA interests and the rights of all members. The President leads NCRA in achieving its goals. The President must possess a strong working knowledge and clear understanding of NCRA's core values, strategic plans, bylaws, and policies and procedures.

RESPONSIBILITIES

In addition to the general responsibilities of Directors:

- The President is NCRA's representative at all NCRA meetings.
- The President informs the Board of any concerns or other matters that affect NCRA's mission.
- The President chairs the Executive Committee, is a voting member of the Executive Committee, and calls Executive Committee meetings as needed.
- The President chairs the Board of Directors and calls Board of Directors meetings as needed.
- The President appoints committee chairs, committee members, subcommittee chairs, subcommittee members, and task forces as needed, with the approval of the Board. The President may consult with committee chairs and staff in selecting committee members.
- The President, in collaboration with the Executive Director, provides overall leadership and general supervision of NCRA affairs.
- The President is the liaison between the Board and the Executive Director.
- The President and Executive Director develop agendas for Board meetings.
- The President maintains open communication and cooperation within the NCRA Board of Directors.
- The President ensures that all provisions of NCRA's governing documents are observed.
- The President, and his/her delegate, acts as NCRA's spokesperson to the media, legislature and regulatory bodies.
- For each issue of the *Journal of Court Reporting* during his/her term, the President prepares and submits a "From the President" article for publication.
- The President serves as an ex-officio, non-voting member of all committees.
- The President serves on the Executive Director Performance Evaluation and Compensation Committee.