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**ACLP PRESIDENT POSITION DECRIPTION**

The President is the chief elected officer of ACLP and is responsible for the functioning of the Board of Directors and Executive Committee. The President shall exercise personal leadership in the motivation of other board members, committee chairs, committee members, and the general membership. The President oversees the establishment of goals and objectives for ACLP. The President shall act as spokesperson and leader for ACLP and shall work in partnership with the Executive Leader to achieve established annual goals and objectives.

**Roles, Responsibilities, and Authorities:**

1. General
   1. Oversee the work and activities of the Board, Executive Committee, and other association committees and task forces.
   2. Support and defend policies and programs adopted by the membership, Board, and Executive Committee.
   3. Ensure progress in implementing the strategic plan.
   4. Safeguard ACLP’s reputation and credibility.
   5. Maintain active ACLP membership in good standing.
   6. Maintain active Certified Child Life Specialist (CCLS) credential.
   7. Hold an employed position practicing or teaching in the child life profession or using child life training and skills in a community-based role at time of nomination.
2. Board Functions
   1. Preside at and facilitate all meetings of the Board and Executive Committee and coordinate agenda material with the Executive Leader.
   2. Ensure Board focus on, and progress in, formulating, implementing, and monitoring the strategic plan.
   3. In concert with the Executive Leader, ensure that the Board Members are kept fully informed about the conditions and operation of ACLP.
   4. Serve as a resource to other Board officers and all other Board members in executing their duties.
   5. Work closely with the President-Elect in preparing them to assume the duties of the President.
3. Committees and Task Forces
   1. Appoint the chairs of committees and task forces and other appointed leaders for additional groups (i.e., advisory groups); outline the purpose and duties of these committees and task forces, which includes the writing of charges to present to the BOD for approval; and monitor group progress in conjunction with the Board Liaison.
   2. Consult with the President-Elect and Executive Leader on the appointment of incoming committee, task force, and other leadership chairs and members. Committee and task force membership is established using the process outlined in the Committee Infrastructure and Appointment Policy.
4. Leadership Liaison to Membership
   1. Promote membership interest and active participation in ACLP and report activities of the Board and association to members by means of letters, publications, speeches, podcasts and other forms of technology to meet the current trends in technology.
   2. Identify and nurture future leaders of ACLP.
   3. Foster an environment that attracts and energizes outstanding volunteer leaders.
5. Collaboration with the ACLP Executive Leader
   1. Work with the Executive Leader to ensure basic policies and programs designed to further the goals and objectives of ACLP are planned, formulated, and executed following presentation to and approval from the Board.
   2. In cooperation with the Executive Leader, ensure compliance with all operating procedures, protocols, and resolutions of the Board.
   3. Work with the Executive Leader to ensure compliance with all relevant legal and ethical standards, including policies and standards governing corporate relationships.
   4. Work with the Executive Leader to oversee implementation of the strategic plan, ensure organizational effectiveness, and plan for future development.
   5. Ensure competent management of ACLP and set specific management goals and objectives in collaboration with the Executive Leader.
   6. Initiate and oversee an annual performance and salary review of the Executive Leader by the Executive Committee (salary and bonus structure inclusive of the Finance Committee’s recommendations).
6. External Representation of ACLP
   1. Act as spokesperson for ACLP to the press, the public, and related organizations.
   2. Participate in fundraising activities.
7. Reporting
   1. Term of office: one year.
   2. Method of appointment:
      1. Succeed from President-Elect position.
      2. Elected by membership.
   3. Accountability: Reports to the Board of Directors.
8. Ad Hoc Responsibilities
   1. Committee and task force conference calls.
   2. Attendance at various committee meetings as desired and budgeted.
   3. Calls and e-mails to volunteers and members.
   4. Involvement with external organizations.
   5. Oversee and chair the Past Presidents Committee.