

ACHMM-NJ: Job Description

- Title:** Member, Vice-President/President Elect
- Reports to:** President and the Board of Trustees of the Corporation¹
- Role:** The Vice-President/ President-Elect is to perform such duties and have such authority as may be delegated to the Vice-President/President-Elect from time to time by the President or by the Board of Trustees.
- Term:** 1 year, beginning Dec 2008 and ending Dec 2009.
(Please note this is a 3 year commitment – consisting of 1 year terms as Vice-President/President Elect, followed by President, followed by Past President)

TIME EXPECTATIONS:

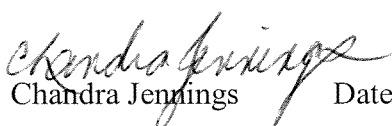
- Attend regularly scheduled board meetings (6 per year), held on the 3rd Tuesday of every other month,
- Attend regularly scheduled general meetings/technical presentations (6 per year), held on the 3rd Tuesday of every other month,
- Participate actively in one or more committees of the board,
- Attend scheduled board retreats, planning meetings, workshops or other board development activities including the National Leadership Workshop, and
- Attend, support and participate in special organization events.

OBLIGATIONS:

- Fully understand and support the mission of the organization,
- Abide by the By-Laws and Constitution of the Corporation,
- Avoid any conflicts of interest or appearance of a conflict,
- Establish policy and ensure that the Corporation meets all legal requirements,
- Chair the nominations committee,
- Identify, recruit and train potential new members of the board,
- Monitor the Technical meeting program, and the Membership Development Committee,
- Work on transition planning & training for the duties of the President,
- Establish policy and ensure that the Corporation meets all legal requirements,
- Develop and monitor short and long-range planning and goals,
- Represent the organization to the public and private sector; serve as an advocate for the organization,
- Bring personal/professional expertise and that of others to support the mission of the organization, and
- Abide by the duties of Care, Honesty and Loyalty.

I agree that if, at any time, I am unable to fulfill the commitments of a member of the Board of Trustees, I will give appropriate notice of resignation to the President of the Board.

Signature:
Name:

 1/20/09
Chandra Jennings Date:

¹ New Jersey Chapter of The Academy of Certified Hazardous Materials Managers, Inc.