

## ACHMM-NJ: Job Description

**Title:** Member, President

**Reports to:** Board of Trustees of the Corporation<sup>1</sup>

**Role:** The President is the chief executive officer of the Corporation. The President supervises and controls all of the business and affairs of the Corporation, subject to the control of the Board of Trustees. All other officers are subject to the President's authority and supervision, unless the Board of Trustees directs otherwise. The President has the power to enter into and execute contracts or other instruments in the name of the Corporation. The President has the general powers and duties of management usually vested in the office of a corporate president.

**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 3<sup>rd</sup> Tuesday of every other month,
- Attend regularly scheduled general meetings/technical presentations (6 per year), held on the 3<sup>rd</sup> 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,
- Attend, support and participate in special organization events,
- Prepare and publish the meeting minutes for review and approval, and
- Continued maintenance of the website including emails to the membership.

### **OBLIGATIONS:**

- Fully understand and support the mission of the organization,
- Preparation of meeting agendas,
- Identify, recruit and train potential new members of the board,
- Mentor the Board of Trustees members and train the VP/President Elect to the duties & responsibilities of the President,
- Chair the Board and General Membership meetings,
- Establish policy and ensure that the Corporation meets all legal requirements,
- Monitor the organization's financial performance,
- 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.

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<sup>1</sup> New Jersey Chapter of The Academy of Certified Hazardous Materials Managers, Inc.

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 Board.

Signature:  
Name:

*Charles Stebbins*  
Charles Stebbins

*09/29/09*  
Date: