

President Job Description

The Itazuke Alumni Association (IAA) President is the Chair for all IAA Board and Business meetings.

- Coordinates with others to establish times for the meetings
- Works with others to produce meeting agendas in advance
- Must have a general working knowledge of Roberts Rules of Order for meeting conduct
- Chairs the meetings

Other duties include:

- Oversee the execution of the IAA election process
- Maintain awareness of reunion planning activities
- Communicate across multiple forms of media with Board and other IAA members
- Provide guidance and suggestions on all topics impacting the IAA
- Inspire consensus on issues by encouraging maximum input from others; be a team player
- Periodically write articles of interest for the newsletter.