

**PRESIDENT
MID ATLANTIC CHAPTER
INTERNATIONAL EROSION CONTROL ASSOCIATION**

JOB DESCRIPTION

The President must be duly elected to office by the general membership of MAC-I ECA for a one-year term. The President must be a current member of I ECA and MAC-I ECA. There is a three-term limitation provided the above stated criteria are met.

This is the most responsible position on the MAC-I ECA board. The person in this position must interact with the MAC-I ECA Board of Directors in matters pertaining to the administration of MAC-I ECA. Generally, the President oversees the activities of all active MAC-I ECA committees and is responsible for the formation and staffing of new and the abandonment of existing committees when required. The President has the responsibility to call, preside at and conduct scheduled and special Board of Director meetings, and preside at meetings of the Membership.

A person serving in this position should have an in-depth knowledge of MAC-I ECA's mission and have very good communication and administrative skills. The primary purpose of this position is to provide the leadership and guidance to the Board and the Association that fulfills MAC-I ECA's short and long-term goals.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities include but are not limited to:

Approves minor (\$500 or less) expenditures of MAC-I ECA funds that are in the best interest of the association. If immediate action is not required, expenditures are to be brought before the entire Board of Directors.

Acts as the spokesperson for MAC-I ECA at Chapter events and events sponsored by similar groups.

Presides at and conducts all Board of Director and Membership meetings in accordance with "Roberts Rules".

Calls for votes on resolutions made at MAC-I ECA meetings. In the event of a tie vote, the President votes as the "tie breaker".

When warranted, conducts and presides over "special" Board of Director meetings to address critical issues needing immediate attention between scheduled board meetings. Typically this would be via email.

Presides as chairperson of MAC-I ECA's executive committee.

PRESIDENT ... DUTIES AND RESPONSIBILITIES (Continued)

Creates or abolishes committees when needed, typically this will be done with input provided by the appropriate Vice-President.

Appoints the Chairperson and reviews the committee staffing as well as overseeing all activities associated with all active MAC -I ECA committees.

Provides the guidance, leadership and professional integrity to keep MAC -I ECA in the forefront of the erosion control industry.

Upholds MAC -I ECA's Bylaws.

Develops the agenda for the Board of Director and Membership meetings.

Leads the Board of Directors in long range planning.

Upon taking office, the President will provide the Board of Directors with a plan of action to fulfill his/her accomplishments established for the ensuing year.

January 24, 2001