



JOB DESCRIPTION

Position Title: President-elect

BASIC FUNCTION

The President-elect assumes the duties of the President in the temporary absence of the President and performs any other duties as assigned by ADCES Bylaws and the Board of Directors. The President-elect automatically succeeds to the presidency for the proceeding term. The President-elect office is for a term of one year beginning on the first day of the calendar year immediately following his/her election. Upon taking office, the President-elect will not serve on other ADCES non-Board committees or as a paid speaker or consultant for ADCES, unless he/she possesses unique skills, knowledge or professional abilities.

DUTIES AND RESPONSIBILITIES

1. Assumes the duties of the President in the temporary absence of the President, which can include serving as the presiding officer for Board of Directors and Governance Committee meetings
2. Serves as a member of the Governance Committee and the Planning and Development Committee
3. Coordinates orientation for new Board members
4. Attends media and leadership training prior to the beginning of his/her presidential year
5. Performs other duties as assigned by the Board of Directors

*The duties and responsibilities, conduct, and knowledge, skills & abilities for Board director positions also apply to officer positions.

MINIMUM QUALIFICATIONS

- Must be a current member of the Board of Directors, or a previous member of the Board who has been off the Board for no more than two years and is an active member.
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KNOWLEDGE, SKILLS AND ABILITIES

In addition to all knowledge, skills, and abilities of a Board Director:

- Demonstrates objective leadership and personnel management abilities and promotes a team, consensus-building approach
- Presents a positive professional image, exhibiting professional behavior at all times
- Skilled communicator and facilitator
- Organizational and management skills; ability to manage multiple projects
- Prioritizes issues consistent with ADCES's strategic plan
- Empowers and respects others
- Appreciates change and the ability to manage change
- High energy level
- Media savvy
- Interest in the general principles of fiscal oversight for not-for-profit organizations
- Awareness of the internal and external political environment

CONFLICT OF INTEREST UNDERSTANDING

No member of the Board of Directors shall seek, nor shall he/she derive any compensation, personal profit or personal gain, directly or indirectly, to her/himself or her/his employer by reason of his or her participation with the ADCES, aside from the President-elect stipend. Prohibited compensation includes, but is not limited to, remuneration for services rendered as part of ADCES's conferences, workshops, courses and publications.



JOB DESCRIPTION

Position Title: President

BASIC FUNCTION

The President serves as the presiding officer of all regular and special meetings of the general membership, Board of Directors, and Governance Committee; serves as an ex-officio member of all ADCES governing committees, except for the Nominating Committee; makes all required appointments of standing and special committees and task force chairs; and performs such other duties as are assigned by ADCES Bylaws or the Board of Directors. The President holds office for a term of one year, beginning on the first day of the calendar year immediately following the completion of his/her term as President-elect.

DUTIES AND RESPONSIBILITIES

1. Serves as the presiding officer for all meetings of the Board of Directors and Governance Committee, which includes scheduling the meetings and preparing the agendas in collaboration with the ADCES CEO
2. Appoints Chairs of the governing committees, and members to task forces, work groups, and liaisons as the need arises during the year
3. Meets weekly via telephone with the ADCES CEO and other designated members of the Governance Committee; communicates with the Board between formal meetings on an as needed basis when a quick turn-around is needed to determine a Board consensus or to make an announcement
4. Attends in collaboration with the CEO and others, periodic meetings with alliance leaders (usually industry, government, or other non-profit association); articulates ADCES's mission and vision and current initiatives through various media channels; frequency of meetings are determined by need
5. Writes an article for each issue of *In Practice* for the "From the President" section
6. Provides interviews for print, electronic, radio, television and social media as needed
7. Prepares written correspondence on an as-needed basis
8. Performs other duties as assigned by the Board of Directors

*The duties and responsibilities, conduct, and knowledge, skills & abilities for Board director positions also apply to officer positions.

MINIMUM QUALIFICATIONS

- Has completed his/her term as President-elect and is an active member.
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KNOWLEDGE, SKILLS AND ABILITIES

In addition to all knowledge, skills, and abilities of a Board Director:

- Demonstrates objective leadership and management abilities and promotes a team, consensus- building approach
 - Presents a positive professional image, exhibiting professional behavior at all times
 - Skilled communicator and facilitator
 - Organizational and management skills; ability to manage multiple projects
 - Prioritizes issues consistent with ADCES's strategic plan
 - Empowers and respects others
 - Appreciates change and the ability to manage change
 - High energy level
 - Media savvy
 - Interest in the general principles of fiscal oversight for not-for-profit organizations
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CONFLICT OF INTEREST UNDERSTANDING

No member of the Board of Directors shall seek, nor shall he/she derive any compensation, personal profit or personal gain, directly or indirectly, to her/himself or her/his employer by reason of his or her participation with the ADCES, aside from the President stipend. Prohibited compensation includes, but is not limited to, remuneration for services rendered as part of ADCES's conferences, workshops, courses and publications.



JOB DESCRIPTION

Position Title: Immediate Past President

BASIC FUNCTION

The Immediate Past President serves as the Chair of the Nominating Committee and performs other duties as assigned by ADCES Bylaws and the Board of Directors. The Immediate Past President office is for a term of one year, beginning on the first day of the calendar year immediately following his/her term as President.

DUTIES AND RESPONSIBILITIES

1. Serves as the Chair of the Nominating Committee and makes a presentation of the election results at the Annual Conference
2. Serves as a member of the Governance Committee and the Stakeholder/Member Relations Committee
3. Serves as an ADCES liaison to groups involved in diabetes and diabetes patient care and education, as determined by the President during his or her term year on the Governance Committee
4. Serves as an advisor and consultant to the President

*The duties and responsibilities, conduct, and knowledge, skills & abilities for Board Director positions also apply to officer positions.

MINIMUM QUALIFICATIONS

- Has completed his/her term as President and is an active member.
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KNOWLEDGE, SKILLS AND ABILITIES

In addition to all knowledge, skills, and abilities of a Board Director:

- Demonstrates objective leadership and personnel management abilities and promotes a team, consensus- building approach
- Presents a positive professional image, exhibiting professional behavior at all times
- Skilled communicator and facilitator
- Organizational and management skills; ability to manage multiple projects
- Prioritizes issues consistent with ADCES's strategic plan
- Empowers and respects others.
- Appreciates change and the ability to manage change
- High energy level
- Media savvy
- Interest in the general principles of fiscal oversight for not-for-profit organizations
- Awareness of the internal and external political environment

CONFLICT OF INTEREST UNDERSTANDING

No member of the Board of Directors shall seek, nor shall he/she derive any compensation, personal profit or personal gain, directly or indirectly, to her/himself or her/his employer by reason of his or her participation with the ADCES, aside from the Immediate Past President stipend. Prohibited compensation includes, but is not limited to, remuneration for services rendered as part of ADCES's conferences, workshops, courses and publications.