



President Roles and Responsibilities

Title	ASTS President
Purpose	Ensure Officers and Councilors-at-Large fulfill their responsibilities for the governance of the organization. Partner with ED/CEO to help achieve the mission of the organization. Represent the Society to internal and external stakeholders.
Term	One year, non-renewable. Succeeds to Immediate Past President after term expires.
Eligibility	President-Elect succeeds to the office of President
Meetings	Three Council Meetings (3 in person, conference calls as needed) Monthly Executive Committee Conference Calls Serve as chair of Executive and Nominating Committees Routine teleconferences with CEO/ED Monthly call with AST leadership Two in-person Presidents' Roundtable meetings Eight to ten additional stakeholder meetings (in person and conference calls)
Time Commitment	5-7 hours/week for calls/email plus 6-10 additional travel days beyond Council Meetings
Responsible to	Council

Responsibilities of Council

- Establish policies for administering programs and services in accordance with ASTS' mission
- Employ and support the Chief Executive Officer/Executive Director
- Ensure resources to support ASTS' budget and programs, including assisting staff in development activities when possible
- Ensure the financial affairs of ASTS are conducted on a responsible basis in accordance with established policies
- Represent ASTS at conferences, on national and state advisory groups, before government agencies, and with private individuals
- Participate in evaluations/reviews of the Council performance, including Council Meeting Assessments, and take steps to improve its performance

Specific Responsibilities of President

- Chair meetings of the Council and the Annual Membership Meeting
- Chair meetings of the Executive Committee
- Chair meetings of the Nominating Committee
- Ensure that the Council functions effectively, interacts with staff optimally, and fulfills its duties
- Recommend committee chairpersons and composition of committees
- Reflect to the Council any concerns staff have in regard to the role of the Council or individual members. Reflect to the CEO/ED the concerns of the Council and other constituencies

- Help guide and mediate Council actions with respect to organizational priorities and governance concerns
- Ensure that the Council functions effectively; support Council development in partnership with the Bylaws Committee
- Monitor financial planning and financial reports
- Evaluate annually the performance of the organization and the Council in achieving its mission
- Perform other duties as required by Council
- Serve as an ex officio member of the ASTS Foundation Board

Expense Support Travel expenses (except for the meetings held in conjunction with ATC) and ASTS-sponsored conference calls are covered by ASTS.