



American Osteopathic College of Occupational and Preventive Medicine

Job Description of the President (JD-02)

Effective Date: _____

Next Review Date: _____ Reviewer(s): _____

Dates of Revisions: _____

DUTIES OF THE PRESIDENT

1. Preside at all meetings of the General Membership and the Board of Trustees.
2. In conjunction with the Executive Committee, fill vacancies between BOT meetings to be ratified by the Board at its next scheduled meeting.
3. May call special meetings of the BOT and Membership.
4. Assure the progress of the strategic work of the College continues.
5. Serve as the presiding officer at all business meetings of the College.
6. Appoint a parliamentarian for all business meetings.
7. Serve as Chair of the Executive Committee and Chair of the AOBPM Liaison Committee
8. Serve as an Ex Officio member of all committees. It is recommended that the President attend all meetings of committees.
9. With concurrence of the Executive Committee:
 - 9.1. Appoint all standing committee Chairs (unless otherwise by the bylaws).
 - 9.2. Create ad hoc committees.
 - 9.3. Temporally fill vacancies on the Board.
 - 9.4. Make other such interim decisions as deemed necessary and report these at the next Board meeting.
 - 9.5. Oversee the work of the College in between BOT meetings.
 - 9.6. Annually proactively nominate representatives to the AOA's Bureau's, Councils and Committees.
10. Provide a written report on the status of the College to be included in the advance mailing of the agenda and supporting documents for the Board of Trustees' meetings.
11. Provide a report to the Membership at all Membership Meetings.
12. Provide an appropriate article for each issue of the AOCOPM Newsletter.
13. Perform other such duties usual and customary.