

# + President Job Description



## + Mission Statement

Bringing together Remodelers, Builders, Skilled Craftsmen and related Industry Professionals to ensure quality work, encourage high standards and ethical practices within the remodeling industry. Continually strive to educate, mentor and connect remodeling specialists from all backgrounds.

## + Board of Directors Job Summary

The governing body of NARI of Silicon Valley is its Board of Directors. The Board is charged with performing the policy-making function, as well as giving strategic direction to the programs and activities of the association. As a member of the Board, a director has a fiduciary duty to the National Association of the Remodeling Industry, Silicon Valley Chapter, to act in good faith and in the best interests of the Association. **All Board Members shall serve a minimum of one term, which is defined as 2 years, except for the President.**

## + Board of Directors are responsible for:

- Basic knowledge of parliamentary procedure ([Robert's Rules of Order](#) or [Standard Code of Parliamentary Procedure](#)).
- Identifying any potential conflicts of interest for the organization including an annual review and signing of own annual conflict of interest and harassment policies.
- Knowledge of duty of care and duty of loyalty for the chapter (see annual board orientations &/or annual conflict of interest forms)
- General understanding of the [chapter's bylaws](#)
- General understanding of the [chapter's policy manual](#) especially these sections:
  - Solicitation Policy (page 4)
  - Working Atmosphere Policy (page 6)
  - Conflict of Interest (page 9)
  - Code of Ethics (page 13)
  - Board of Directors (pages 18-20)
- Reviewing board reports, committee reports, and/or other proposed action items before the meetings
- Respond to urgent action items or email board votes within the time requested by the President or Executive Director.

- Determining how the organization carries out its mission through long-term and short-term planning; additionally, evaluating the overall performance of the organization in achieving its mission.
- Adopting an annual budget and providing fiscal oversight.
- Establishing policies for the effective management of the organization.
- In partnership with the part-time Executive Director, recruiting for nomination, orienting, and developing new board members.
- Being members (or employees of members) of the local NARI chapter in good standing.
- Attending most Chapter events, Holiday Gala, etc.
- Hiring and evaluating the performance of the executive director.

## + **Benefits from serving on the Board of Directors**

1. Improve team leadership qualities.
  2. Grow communication skills, and the ability to resolve conflicts and build consensus while working with many different board members who come from different backgrounds and different viewpoints.
  3. Expand and sharpen skill set in one or all of the following: business strategies, marketing strategies, and fundraising strategies.
  4. Build professional credibility and resume enrichment: Selection for a board position shows that an organization is entrusting you with a vital, visible, and high-impact role. It is a public endorsement of your expertise and value.
  5. Make an impact in your community of remodeling colleagues in either the short-term or long-term.
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## + **The responsibilities of the President include:**

- Setting goals for the chapter and leads the implementation of the goals. He/she does this by directing the development of programs that are of interest to the industry.
- Being responsible for motivating board members to participate and become involved in the chapter's duties.
- Ultimately being responsible for attracting and recruiting new members and for member retention.
- Board Meetings:
  - The President plans and presides over the monthly Board of Directors meeting. Works with the Executive Director to prepare meeting agenda in advance of the board meeting.
  - The president must keep the meeting focused and appropriately handle conflicts.
  - Being one of the check-signers, which requires giving full name, date of birth, driver's license # and Social Security # to bank.
- Master of Ceremonies:** Acting as the Master of Ceremonies at the monthly dinner meetings and other NARI events, ensuring that the meetings are educational, motivational and fun.
- Working with the Executive Director to see that all orders of the board are carried out completely and to coordinate the work of board officers and committees of the board
- In conjunction with the Vice President of a committee, the President can advise or assist in the appointment of committee chairpersons. If a Vice President of a committee is not filled, the President has full authority to appoint committee chairpersons.
- Establishing communication methods between board members and the Executive Director
- Overseeing the search for a new Executive Director if/when the need arises

- Establishing and enforce guidelines for disciplining board members
- Working with the nominating committee to recruit new board members
- Media Contact:**
  - He/she along with the Executive Director and/or the VP of Marketing/Public Relations will act as an official spokesperson for the board/organization as one of primary media contact for interviews, so needs to feel comfortable and competent at doing this.
  - May also interface with various public officials, meeting speakers, etc. Needs to be articulate, tactful, etc.
- National Representative delegate:**
  - He/she represents the chapter by voting at the House of Delegates meeting, and reporting on chapter activities, and bringing back ideas/reports to the chapter.
  - Attendance at various National committee meetings and the House of Delegates meeting.
  - Attendance National meetings are usually 3-4 days, twice a year at Board's discretion.
  - May choose to become further involved by serving on a national committee, but not required.
- Ensuring that this position is organized as is necessary to insure a smooth transition for the successor.
- Performing all other functions required by the office of the President

### + The qualifications of the President include:

- Serving as First Vice President the year prior with training with the current President
- Ability to plan, conduct meetings effectively, delegate responsibilities, and motivate/inspire people to be more involved. (ability to delegate).
- Demonstrating leadership skills, and be excited to lead the chapter.
- Demonstrating ability to develop and work as a team.
- Ability to create and achieve realistic goals.
- Ability to plan their schedule to meet the needs of the Chapter.
- Ability to make sound decisions based on the best interest of the members.
- Ability to be self-motivated, take initiative, and use of available resources (e.g. visit local & National websites for information, use of own or NARISV provided planning documents, and ask questions of other board members & Executive Director)
- Unyielding commitment to make our Chapter one of attraction rather than promotion.
- Being comfortable with public speaking, and be enthusiastic about NARI.

### + The financial and resources development expectations:

- Outreach and encourage registration of members and guests for chapter events.
- Recruit event sponsors if possible.
- Identify and assist in the cultivation of new/renewing members.

### + Time Demands (approximate)

Time Commitment	Details
6 hours minimum a month	Devote to this position for planning, writing reports, emails, phone calls, etc.
1.5-2 hours a month	Attend Board meetings; must attend at least 9 Board Meetings per year.
3 hours a month	Attend Chapter Meeting (usually right after Board mtg); must attend 50% of Board meetings during current year.
1-2 times a year	All Board members are required to attend all Strategic Planning Meetings that typically occur in the Spring and Fall/Winter
2 times a year	He/she represents the chapter by voting at the House of Delegates meeting, and reporting on chapter activities, and bringing back ideas/reports to the chapter.
2 times a year	Attendance at various National committee meetings.
2 times a year	Attendance National meetings are usually 3-4 days at the Board's discretion.

## NARI SILICON VALLEY ORGANIZATION CHART

■ Strategic Focus   
 ■ Tactical Focus   
 ■ Operational Focus



