

Position Title	<i>President, AMHP Board of Directors</i>
Reports to	<i>AMHP Board</i>

Position Purpose

The role of President is a volunteer position, where an individual is responsible for ensuring that the AMHP Board of Directors and its members: are aware of and fulfill their governance responsibilities, comply with applicable local, state and federal laws and AMHP bylaws, conduct Board business effectively and efficiently, and are accountable for their performance.

Duties and Responsibilities

The President will perform duties, such as, but not limited to (including any other duties and responsibilities outlined in AMHP's bylaws):

Accountability

- The President is accountable to the AMHP Board of Directors, as specified in the bylaws. The President may delegate specific duties to the Vice President, Executive Director, Board members and/or committees, as appropriate.

Meetings

- The President ensures an agenda is planned for monthly Board meetings. The President presides over meetings of the Board according to accepted rules of order for the purposes of encouraging all members to participate in discussion and arriving at decisions in an orderly, timely and democratic manner.

Board Committees

- The President serves as an ex-officio member of Board committees specified in the bylaws. In this capacity, the President's role is:
 - to serve as a voting member of the committee (if specified in the bylaws);
 - to negotiate reporting schedules;
 - to identify problems and assist the committee chairperson to resolve them, and if necessary, to bring them to the attention of the Board.

Board-Staff Relations

- The President is the primary liaison between the Board and the Executive Director. In this capacity, the President:
 - meets periodically with the Executive Director;
 - ensures that periodic performance reviews of the Executive Director are conducted;
 - participates in the hiring and evaluation of the Executive Director.

Community Relations and Promotion

- The President ensures AMHP maintains positive and productive relationships with media, funders, donors, and other organizations. In this capacity, the President serves as primary spokesperson for AMHP. Duties may include:
 - representing AMHP to the media;
 - representing AMHP on governmental or non-governmental organizations and committees;
 - timely and appropriate reporting of Board decisions and actions to members, funders, and/or donors.
- Foster an understanding of philanthropy within AMHP.
- Build relationships with community stakeholders to advance AMHP's mission and fundraising goals.
- Actively collaborate with individuals, partner organizations and stakeholders to advance mission and goals for AMHP.

Signing Officer

- The President is normally designated by the Board and/or bylaws as one of the signing officers and in this capacity, the President may be authorized or required to sign documents on behalf of AMHP.

Board Development

- The President will work with Board members and staff to ensure that structures and procedures are in place for effective recruitment, training, and evaluation of Board members.

Fundraising

- The President will work with Board members and staff to ensure that structures and procedures are in place for securing the resources required by AMHP. Depending upon the organization, this may require the President to play a leadership role in fundraising campaigns through personal contributions of services and money.

Delegation

- Depending upon AMHP's needs and bylaws, the President may establish/propose the establishment of committees of the Board, and may assign tasks and delegate responsibilities to Board committees and/or members.

Other Leadership Duties/Characteristics

- Well-informed about the organization's mission, vision, bylaws, services, policies and programs. Proposes policies and practices to further AMHP's mission and vision.
- Submits reports to the Board, to funders, and to other stakeholders, as appropriate.
- Keeps up-to-date on developments in the health field, and other fields/models that can be applied to health.
- Assists the AMHP Board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical initiatives.
- Ability to work independently and as a team player to productively engage with others
- High energy and passion for AMHP's mission and vision is essential.
- Strong organizational and time management skills with exceptional attention to detail.
- Demonstrated community leadership.
- Respected by Board members, staff and key stakeholders.
- Able to lead the board in handling difficult issues.
- Strong group dynamic skills to keep meetings running smoothly and to deal with any conflicts.
- The President will work alongside the Vice President as part of succession planning.

Time Commitment

- This position will require approximately 15-20 hours per month.
- The President will also attend all Board meetings on a monthly basis, or as required.

Qualifications

- A minimum of a Bachelor degree with experience in leadership positions. Leadership experience in a non-profit organization is an asset.