ISA SECTION PRESIDENT GUIDE

1. **Duties and Responsibilities**
   - Being familiar with the Society and Section bylaws.
   - Keeping the Section bylaws current and enforcing them.
   - Organizing the Section's efforts by implementing the structure, appointing committee chairmen and others as needed, and delegating the duties required by the bylaws and the year's plans.
   - Stimulating wide participation among the members in staffing committees and other appointed positions, constantly alert to the development of members with leadership potential.
   - Assuring that all officers and committee chairmen are properly trained for their jobs.
   - Providing the leadership and judgment necessary to direct the best performance of all officers and committees.
   - Working with other officers and committee chairmen to assess members' needs and set plans for the year's activities.
   - Calling and presiding at all meetings of the Section and its Executive Board.
   - Serving as signatory with the Treasurer for checks issued by the Section and with the Secretary for legal notices and documents.
   - Keeping Society leaders informed of the Section's activities by providing to the District Vice President: Quarterly Reports due April 1, July 1, October 1 and January 1 and an Annual Report by June 1
   - Planning for continuity in the Section's operation from one year to the next and transferring Section records to new officers at the end of the administrative year.

2. **Position Parameters**

   **Resources Available** - OnLine Section Operations Resource Manual, Manual of Organization & Procedures, Leaders BRIEF, Former Presidents, District Vice President, other Section leaders and ISA Staff

   **Time Commitment** - Average 3-6 hours per week

   **Meeting Obligations** - Section meetings, District meetings and Workshops, Annual TECH/EXPO, and President's Meetings (Winter, Summer, Fall)

   **Qualifications**
   - Section member in good standing for at least one year.
   - Commitment to the goals of the Section and the Society.
   - Understanding of, and willingness to assume, the duties for the position.
   - Ability to perform the required tasks.

   **Method of Appointment** - Nomination by committee and election by the membership, or in accordance with the Section bylaws.
3. Committee Appointments

Appointments
The Section President is responsible for appointing all committees as specified by the Section's bylaws. These committees may include:

- Planning
- Education
- Newsletter
- Exhibit
- Honors & Awards
- Membership
- Program
- Publications
- Publicity
- Rules, Procedures & History
- Section-Division Liaison
- Nominations
- Standards & Practices
- Student Section Liaison
- Telephone
- Welcome

Ex-officio Member of Committees
Although the President may not be able to attend all committee meetings, he/she serves as an ex-officio member of all committees. The President should be aware of the progress and problems of all committees and should be available for consultation and guidance.

4. Meeting Protocol

Executive Committee Meetings - The Section President serves as chairman of the Section's Executive Committee and calls all meetings of the committee (usually monthly). Each meeting should have an agenda with a beginning and ending time. Each item on the agenda should have a time limit. Time limits will help keep discussion focused, concise, and on target.

Section Meetings - The President presides at all regular and special meetings of the Section.

Suggested Agenda for Section Meeting
- Call to Order. (1 minute)
- Roll Call. (4 minutes)
- Agenda Review. (5 minutes)
- Reading and Approval of Previous Minutes. (8 minutes)
- Review of Communications from the Society. (5 minutes)
- Review of Communications from Others. (5 minutes)
- Announcements. (5 minutes)
- Reports of Officers and Committees. (5 minutes)
- Old Business. (10 minutes)
- New Business. (15 minutes)

Suggestions for a Successful Meeting
- Distribute agenda in advance.
- Avoid unnecessary interruptions.
- Take a positive approach to new ideas.
- Allow one speaker at a time.
- Make sure each member has a turn to contribute.
- Summarize as needed.
- When an action is decided upon, make sure the record shows the specific individual who has the responsibility for carrying it out.
• Have a stated beginning and ending time.
• Your Section bylaws should be readily available for guidance. They should spell out rules of procedure.
• Before adjournment: tie up any loose ends; review follow-up assignments; summarize decisions made; plan date, place and preliminary agenda for next meeting.

5. **Annual Elections and Transfer to Incoming Officers**

* **Nominating Committee** - The Section President appoints a Nominating Committee whose responsibility it is to select a slate of qualified officer candidates for the Section.

* **Elections** - Unless otherwise specified in the Section bylaws, the Section President conducts the election of new officers at the annual meeting of the Section (usually in April). Upon completion of the election, the President notifies Section and Division Services at ISA of the elected officers. Forms are sent to the Section President in May for this purpose.

* **Installation of Officers and Transfer of Records** - The President arranges for the installation of incoming officers and the transfer of records and materials. Coordinate the installation with the Program Chairman.