

**ISA  
POSITION DESCRIPTION**

**SECTION PRESIDENT**

**Term of Office:** 1-2 years

**Reports to:** Section

**General Function:** Manage the operations of the Section. This involves planning, organizing, staffing, directing, controlling and evaluating Section activities.

**Primary Responsibilities & Duties:**

1. Know both the Society and Section constitution and bylaws
2. Maintain and enforce the Section constitution and bylaws
3. Implement the Section structure through timely appointments and delegation of responsibility
4. Stimulate member participation and leadership development through committee involvement
5. Facilitate proper training for Section leaders
6. Be a leader who inspires confidence and cooperation
7. Enable your team to set and implement goals
8. Call and preside at all meetings of the Section and its Executive Board
9. Invite new members to attend the Section meetings to receive their membership certificate
10. Provide a quarterly and annual report to the District Vice President
11. Plan for continuity in operations and a smooth transition to new officers

**Resources Available:** Section Operations Resource Manual, Section Operations Kit, Former Officers, Section Presidents' **BRIEF**, District Vice Presidents, ISA Staff, Manual of Organization & Procedures, Speakers Directory

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

**Meeting Obligations:** Section meetings, District meetings and workshops, Annual Conference & Exhibit, and President's Winter and Summer Meetings.

**Working Relationships:**

1. Other Officers and Members: Works closely with the Section organizational unit and stays attuned to member interests and needs; works with District Vice President and other District officers to coordinate mutual efforts
2. Staff: Accesses staff as needed for resource information and provides essential information to staff when requested
3. Other

**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 required. Ability to perform the necessary tasks.

**Method of Appointment:** Nomination by committee and election by the membership, or in accordance with the Section constitution and bylaws.