



Arizona Head Start Association

azheadstart.org

Executive Team- President

ROLES AND RESPONSIBILITIES

Role description & person specification:

The President of the Board plays a strategic role in representing the vision and purpose of the Arizona Head Start Association (AZHSA) and its members. The President is the principal representative and spokesperson for the association. The Board President serves as an authorized representative of (AZHSA) for banking and financial institution purposes. The Board President shall provide the personal information required by financial institutions, including a Social Security number, solely to establish, maintain, or administer AZHSA bank accounts and related financial services, as required by applicable banking laws, regulations, and customer identification requirements. Such information shall be used exclusively for official AZHSA business and handled in accordance with applicable privacy and data security requirements. The President will carry out a term of 2 years and shall not serve more than two consecutive terms in the same position.

Ensure the management of the association functions properly

- Plan and run meetings in accordance with the bylaws document.
- Ensure matters are dealt with in an orderly, efficient manner.
- Bring impartiality and objectivity to meetings and decision-making.
- Facilitate change and address conflict within the board.
- Support the Executive Team to facilitate change and address conflict within the board.
- Ensure that the Executive Team and Board of Directors' functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.
- Review governance performance and skills.
- Plan for recruitment and renewal of the other executive committee and board members.

Ensure the association is managed effectively.

- Guides, directs and maintains regular communication with the AZHSA Executive Director and meets at least once a month.
- In collaboration with the Executive Team, the AZHSA Executive Director and Assistant Director will work in partnership with the Head Start Collaboration Office to sustain the relationship between both entities and meet the state's goals and objectives.
- Presides at all AZHSA executive, director, board, and other meetings hosted by the association.
- Coordinate all meetings with the executive team to ensure responsibilities for particular aspects of management (e.g., personnel matters, financial control, etc.) are met. This includes inviting visitors and resources to present at meetings.
- Establishes meeting agendas and obtains approval from the Executive Team to then present to the AZHSA Director for distribution.
- Liaising with the AZHSA Executive Director to facilitate change and address conflict within the organization.



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- Effectively communicate the vision and purpose of the organization.
- Advocate for and represent the organization at external meetings and events (as appropriate).
- Be aware of current issues that might affect AZHSA and Head Start programs in Arizona.

Qualities and Skills Required.

- Good and strong leadership skills.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Ability to ensure decisions are taken.
- Takes initiative
- Good time-management.
- Tact and diplomacy.
- Understanding of the roles/responsibilities of a management committee.
- Experience of organizational and people management.

Commitment:

The role of the president requires an estimated commitment of 12 hours a month. This position does not offer compensation.

If you agree with the above job description and commitment, please sign below and return this document to the AZHSA Executive Director.

Signature

Date