

**METHOW RECYCLES BOARD OF DIRECTORS**  
**POSITION DESCRIPTION—PRESIDENT**

(Approved by Board January, 2014)

**Position Description**

The President is the Methow Recycles Board of Directors (Board) member responsible for ensuring the effective action of the Board in governing and supporting the organization, and oversees Board affairs. The President acts as the representative of the Board as a whole, rather than as an individual supervisor to staff.

**Term**

The President is nominated and elected by the Board each year to serve a one year term and may be re-elected for additional term(s).

**Duties**

The President shall:

1. Be a member of the Board and attend Board meetings.
2. Develop agendas for meetings in concert with the Executive Director. Preside at Board meetings.
3. Oversee, in coordination with the Vice President, the development and implementation of Methow Recycles' Board of Directors annual work plan
4. Oversee the development, implementation and maintenance of Methow Recycles' organization policies, procedures and strategic priorities.
5. Keep the Board regularly informed of events, trends, concerns, and assessment of Methow Recycles' organizational health.
6. Speak to the media and the community on behalf of the organization (as does the executive director); represent Methow Recycles in the community.
7. Make sure each committee has a chairperson, and stay in touch with chairpersons to be sure that their work is carried out; identify committee recommendations that should be presented to the full Board; determine whether executive committee meetings are necessary and convene the committee accordingly.
8. Serve as chair of the Executive Committee and:
  - a. convene regular Executive Committee meetings,
  - b. coordinate with the Executive Director to set Executive Committee meeting agendas and committee work priorities,
  - c. take minutes of all Executive Committee meetings and report on committee meetings to the full Board, and
  - d. solicit Board members for election to the Executive Committee each year.
9. Establish a search and selection committee (usually acts as chair) for hiring an Executive Director. Convene Board discussions on evaluating the Executive Director and negotiating compensation and benefits package; convey information to the Executive Director.

**Time Commitment**

8-10 hours/month.