

# Ohio Association for Behavior Analysis

## President-Elect

## President

## Past-President

### Position Description

**Term:** six years; serving 2 years in each of the following positions: President-Elect, President and Past-President

**Estimated Time Commitment:** approximately 20 hours per month, but up to 15 hours per week depending on the issues that arise

#### General Overview:

According to the OHABA Bylaws, the President serves as the Executive Director of the organization and shall preside at all Board and member meetings. The President shall supervise and control the affairs of the organization, the activities of Board Members, the activities of the committees, and guide and mediate board actions with respect to OHABA's purpose. The President shall plan agendas for board meetings and chair those meetings according to acceptable rules of order, as well as comply with applicable laws and Bylaws. The President shall arrange for the annual meeting. The President also is responsible for the counting of nomination and election ballots, as well as the ballots in any referenda submitted to the voting membership. The President must hold certification as a Board Certified Behavior Analyst.

If the President is unable to preside over a meeting, that responsibility shall fall to the current President -Elect. The President-Elect performs the duties of the President if s/he is unable to do so. The President-Elect must hold certification as a Board Certified Behavior Analyst.

The Past-President shall be available to the President for consultation and shall assume any duties delegated by the President. If both the President and President-Elect are unable to preside over a meeting, the current Past-President shall assume the responsibility. The Past-President performs the duties of the President if both s/he and the President-Elect are unable to do so. The Past-President must hold certification as a Board Certified Behavior Analyst.

#### Specific Responsibilities:

1. Provides structure so the work of Board Members can be completed and OHABA's purpose be fulfilled.
2. Helps guide and mediate Board Member action with respect to OHABA's priorities and governance concerns.
3. Ensures Board Members understand their roles and are able to fulfill those expectations.
4. Plans agendas for board meetings and chairs meetings according to acceptable rules of order for the purposes of encouraging all members to participate in discussion and arriving at decisions in an orderly, timely and democratic fashion.

5. Ensures that management tools are developed and implemented (e.g., action plans, budget).
6. Attends quarterly Board Member meetings.
7. Monitors and manages email sent to the President no less than on a weekly basis.