



JOB DESCRIPTION

Position Title: Immediate Past President

BASIC FUNCTION

The Immediate Past President serves as the Chair of the Nominating Committee and performs other duties as assigned by ADCES Bylaws and the Board of Directors. The Immediate Past President office is for a term of one year, beginning on the first day of the calendar year immediately following his/her term as President.

DUTIES AND RESPONSIBILITIES

1. Serves as the Chair of the Nominating Committee and makes a presentation of the election results at the Annual Meeting
2. Serves as a member of the Governance Committee and the Stakeholder/Member Relations Committee
3. Serves as an ADCES liaison to groups involved in diabetes and diabetes patient care and education, as determined by the President during his or her term year on the Governance Committee
4. Serves as an advisor and consultant to the President

*The duties and responsibilities, conduct, and knowledge, skills & abilities for Board Director positions also apply to officer positions.

MINIMUM QUALIFICATIONS

- Has completed his/her term as President and is an active member.
-

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to meet all expectations of the position and time commitment
- Strategic and critical thinker
- Visionary
- Commitment to ADCES by willingness to represent and promote the association, and to put the association's interests first without regard to professional discipline, practice, or personal interest
- Skilled communicator and facilitator
- Ability to manage multiple projects
- Sense of humor
- Enthusiasm
- Objectivity
- Prioritizes issues consistent with ADCES's strategic plan
- Outcomes/results oriented
- Empowers others
- Diplomatic when dealing with opposing viewpoints
- Appreciates change and the ability to manage change
- Organizational and management skills
- High energy level
- Interest in the general principles of fiscal oversight for not-for-profit organizations
- A team player, consensus builder
- Media savvy
- Presents a positive professional image
- Computer and technology literate with reliable access to a computer and mobile phone
- Operates at all times in an environment of trust, confidentiality, and candor
- Demonstrates leadership and personnel management abilities
- Politically astute

CONFLICT OF INTEREST UNDERSTANDING

No member of the Board of Directors shall seek, nor shall he/she derive any compensation, personal profit or personal gain, directly or indirectly, to her/himself or her/his employer by reason of his or her participation with the ADCES. Prohibited compensation includes, but is not limited to, remuneration for services rendered as part of ADCES's conferences, workshops, courses and publications.