

# Western Organic Dairy Producers Alliance

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## President Job Description

**SUMMARY:** The President is elected by the WODPA membership at the annual meeting for 2 year terms in even years. The President is a voting member of the Board of Directors (Board). The Board is the legal authority for WODPA. The President performs such duties as are customary to the office and/or necessary to the satisfactory conduct of the office and the affairs of the Corporation. The President assures that the Board fulfills its responsibilities for governance of the Corporation and oversees Board affairs.

**ACCOUNTABILITY:** The President acts in a position of trust for the western organic dairy community and is accountable to the members.

### Primary Responsibilities:

1. Ensure that WODPA abides by its bylaws and established policies.
2. Represent WODPA to other organizations, the media, and the public at large.
3. Serve as chairperson of the Board.
4. Call all meetings of the Corporation and the Board.
5. Develops meeting agendas in concert with the Executive Director.
6. Preside over all meetings unless otherwise delegated.
7. Create and discharge standing and special committees, with Board approval.
8. Appoint committee chairpersons.
9. Appoint a three member (from three different states) Nominating Committee at least 90 days prior to the annual meeting and designate the chairperson.
10. Serve as Ex Officio member of all committees, except for the Nominating Committee which functions independently of the current officer team, including the President.
11. Present an annual report to the Board and general membership at the annual meeting.
12. Sign, with one other officer, all written contracts and obligations of the corporation authorized by vote of the Board.
13. Support the Executive Director, helping him/her to achieve WODPA's mission.
14. Adhere to general duties outlined in the Board Member Job Description.

### Additional Responsibilities:

1. Communicate regularly with the Executive Director.
2. Report periodically to the Board.
3. Train and prepare president-elect for the responsibilities of the presidency.
4. Receive reports from all officers and committees.
5. Review communications, reports, and proposals.
6. See that policies and resolutions are carried into effect.
7. Establish/Chair search and selection committee for hiring an executive director.
8. Convenes board discussions on evaluating the Executive Director and negotiating compensation; conveys information to the Executive Director.
9. Review the President's job description annually and, as necessary, recommend changes to the Board.