

President

General

1. Term of office for one year, or approximately 18 months in transitional years, beginning at the conclusion of the annual conference and ending at the conclusion of the next annual or transitional year conference.
2. Serves ex-officio as an advisory member of all committees, except the Nominating Committee.
3. In order to be aware of all procedures and policies, the President must read and become familiar with the *Manual of Procedure* and discuss any problems with the Past President.

Executive Board Appointments

1. Appoint chairs of committees, according to procedures in Section 6 of this Manual. Committees may include but are not limited to:
 - Administration
 - Awards
 - Communications
 - Leadership Institute
 - MPLA Program Council
 - Membership
 - Nominating
 - Professional Development
2. Select and appoint other committee members according to the procedures outlined in Section 6, Standing Committees, of this Manual.
3. When finalized, submit lists of all committee members to the *MPLA Newsletter* Editor, the Webmaster, and to the Executive Secretary.
4. Appoint State Representatives in consultation with state association presidents, if state associations have not provided representatives within four months after the annual conference date.

Meeting Activities

1. Notify Recording Secretary of each meeting date for the Executive Board and Administration Committee. Specify other officers and functionaries whose attendance is required. Send announcements of a meeting to the Administration

Committee and Board members at least one month in advance, so that travel, phone or electronic conferencing arrangements can be made.

2. Preside over each Executive Board meeting called.
3. Notify Committee Chairs from whom reports are appropriate, and State Representatives that an annual report summarizing the year's activities is to be submitted in conformance with Section 2.4, Board Reports, of this Manual.

Conference Duties and Activities

1. Preside over Pre-Conference Executive Board meeting.
2. Schedule and hold membership meeting at each annual conference.
3. Preside over general sessions and other selected meetings, luncheons, banquets, etc., as necessary.
4. Present awards to winners at conference award events.