

# **Driving School Association of the Americas, Inc**

## **Position: President**

**Term: Two Years**

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### **Organizational Status:**

- The President is responsible for leading and directing the efforts of the Board of Directors to develop and mobilize resources.
- Reports directly to the Board of Directors.

### **As per DSAA Constitution:**

The President shall be the executive officer of the organization and shall preside at meetings of the Association, and shall be a member ex-officio, with right to vote, of all committees except the Nominating Committee. The President may assign a part or portion of his/her duties to the Administrative Vice-President and/or the Executive Vice-President to aid in the performance of an efficient executive office. He/she shall also appoint a Parliamentarian to advise and assist in matters of parliamentary procedure and governance by sound democratic principle. At the annual meeting of the Association and such other times as he/she shall deem proper, the President shall communicate to the Association and/or the Board of Directors such matters and make such suggestions as may, in his/her opinion, tend to promote the welfare and increase the usefulness of the Association, and shall perform such other duties as are necessarily incident to the office of the President of the Association or as may be prescribed by the Board of Directors.

### **Core Roles & Responsibilities:**

- Serve as lead representative of the DSAA to speak on behalf of the Association Board when required, i.e. letters of appreciation to exiting Board members; funding request letters.
- Serve as Chair on the Executive Committee and ex-officio member of all committees except the nominating committee.
- Assist with the preparation of the Annual Budget in collaboration with the Finance Committee
- Provide structure to meetings and allow all interested participants to have their views shared.
- Keep meetings moving in a positive and productive manner.
- Ensure follow-up on all outstanding actions identified at Board meetings.
- Know DSAA partners/sponsors/exhibitors and express appreciation on behalf of the Association.
- Participate as a member of Executive Committee to conduct an annual performance review of any paid personnel.
- Liaise with Board members and Office Staff to ensure tools and supports are in place for maximum productivity.
- Proofread draft minutes as generated by Secretary to make any corrections/amendments prior to circulating to Board.
- Develop succession planning for all Executive positions by canvassing Board members annually
- Provide a written Report for distribution to the Board one week prior to Board meetings.
- Carry out such other duties as may be assigned, from time to time, by the Board.

### **Administrative Responsibilities and Duties:**

- Provide the organization with the vision and leadership to carry out its mission.
- Provide strategic leadership of the organization to ensure its future relevance, credibility, and viability.
- Establish organizational objectives and priorities
- Review and evaluate the progress toward attainment of objectives and performance goals.
- Work closely with the Executive Committee and other personnel to prioritize functions of the DSAA.
- Ensure that recommended actions to improve operating procedures are implemented.
- Assist Executive Committee members with the completion of major projects as they arise.

- Schedule and coordinate monthly conference call of the Executive Committee.
- Create agenda, assemble and circulate materials for all meetings of the Executive Committee.
- Coordinate the flow of communications so it meets the highest standard of language use and clarity.
- Represent DSAA at the meetings of other affiliated organizations.
- Assist in negotiation of all Association contracts.
- Preside at all Board meetings, meetings of the Members and provide assistance to the Admin VP when needed.
- Encourage and facilitate the application of technology to enable the re-engineering of programs and processes to make optimal use of resources
- Work directly with the Board of Directors and the Board Executive to develop organizational policies in support of the organization's mission.
- Monitor the overall operation of the DSAA.
- Recommend and assist with actions to improve operating procedures.
- Develop and maintain beneficial relationships with donors, funders, supporters, collaborators, allies, vendors, and other stakeholders

### **General:**

- Uphold the Constitution & By-Laws of the DSAA
- Serve on the Executive Committee
- Review and approve an Annual Budget in collaboration with the Finance Committee.
- Mentor, advise and guide in the role of President when direction as needed by the Board.
- Serve on other committees and subcommittees as needed.
- Be knowledgeable of the DSAA story, and how and when the association was founded.
- Be prepared to act as an advocate and spokesperson for the DSAA when interacting with stakeholders, partners and the public.
- Be prepared to participate in events and media opportunities for the DSAA.
- Be aware of current DSAA statistics on finances, membership and notable successes
- Champion the organization and advocate its mission to both internal and external stakeholders

### **Financial:**

- Assist DSAA Controller in approving certain expenses beyond normal operations.
- Monitor the income and expenses of the DSAA and recommend actions to improve performance and accountability.
- Develop new initiatives to ensure resources are available to support programs.

### **Resources and Procedures:**

- As the leader of the senior management team, the President guides the development of strategic and operational plans for management of the Association.
- To ensure the best results, the President actively facilitates collaboration and partnerships by involving the members and by personally promoting participation and volunteerism.