



## President

### *Position Description*

The AMUG President is elected by the AMUG members and serves on the Board of Directors as an Officer and Chief Executive Officer of the AMUG Corporation for two years, followed by one year as Immediate Past President. The President works in partnership with the Board of Directors to achieve the AMUG mission, vision, objectives, and purposes as outlined by the AMUG Bylaws.

### **Primary responsibilities of the President include, but are not limited to:**

- Supervise and control the affairs of the AMUG Corporation and the activities of the Officers and Directors.
- Preside over the Board of Directors meetings and meetings of the members as defined in the AMUG Bylaws.
- Responsible for ensuring the Board of Directors coordinate and manage the annual Business Meeting and Users Group Conference as required by the AMUG Bylaws.
- Manage and coordinate implementation of the long-term strategy of the Corporation as agreed upon by the Board of Directors.
- Extend conference invitation(s) for the Users Group Conference to non-member guests with approval of the Board of Directors.
- Perform all duties incident to the office and such other duties as may be required by law, by the Articles of Incorporation of this Corporation, or by the Bylaws, or by the AMUG Policy, Procedure and Governance Manual, or which may be prescribed from time to time by the Board of Directors.
- Provide AMUG Newsletter content as required.
- Provide updates and reports to the Board of Directors as necessary.
- Committee Participation:
  - Chairs the Executive Committee;
  - Board Liaison for the Technical Competition Committee, Marketing Committee;
  - Serves on the Governance Committee;
  - Monitor and advise other committees as necessary.

### **Expectations**

- Actively support the Objectives and Purposes of the Corporation as outlined in Article 2, Section 1 of the AMUG Bylaws.
- Knowledgeable of Roberts Rules of Order.
- Ability to serve as Immediate Past President.
- Preside over the AMUG Board of Directors meetings.
- Preside over the AMUG Committee Chair meetings.
- Attend the annual AMUG Conference.
- Preside over the AMUG Business Meeting at the AMUG Conference.
- Preside over the annual Meeting of the Board of Directors.
- While financial management is the primary focus of the Treasurer, the entire AMUG Board shares the responsibility of financial oversight and accountability.

### **Time Commitment (minimum)**

- Board of Director meetings – 1 hour @ 2/month
- Committee Chair meeting – 1 hour/month
- Annual Board meeting – 4 days/year (Travel required)
- Committee meetings - Chairs one committee, liaison to two committees, meeting frequency as needed to meet objectives.
- Note: Meetings will generate action items that will require additional time

### **Term**

- President position is a minimum 3-year commitment with 2 years serving as President and the following year serving as Immediate Past President.
- No limitation on the number of terms.

### **Qualification**

AMUG Member in good standing as outlined in the AMUG Bylaws, Article 12, Members. No position, except the Treasurer, may be held by the same person or employees of the same company, or employees of affiliates of the same company at time of election or appointment. In addition, the Treasurer and Director at Large may not be from the same company or affiliate due to financial responsibilities.

### **Experience**

Demonstrated active support of AMUG's mission, philosophy, objectives, and purpose.  
President must have previously served in a position on Board of Directors or a Committee Chair.

*See next page for Immediate Past President job description*



## Immediate Past President

### *Position Description*

The Immediate Past President serves as a non-voting member of the Board of Directors, aiding the President-elect and Board of Directors through the position transition to assure continuity of the AMUG mission, vision, purposes, and objectives as outlined by the AMUG Bylaws.

### **Primary responsibilities of the Immediate Past President include, but are not limited to:**

- Provide training to the President-elect. and guidance to the President once transition of office is complete.
- Perform such other duties as directed and requested by the President or the Board of Directors.
- Provide AMUG Newsletter content as required.
- Provide updates and reports to the Board of Directors as necessary.
- Committee Participation:
  - Serves as member of the Nominating Committee.

### **Expectations**

- Actively support the Objectives and Purposes of the Corporation as outlined in Article 2, Section 1 of the AMUG Bylaws.
- Knowledgeable of Roberts Rules of Order.
- Attend AMUG Board of Directors meetings.
- Attend AMUG Committee Chair meetings.
- Attend the annual AMUG Conference.
- Attend the AMUG Business Meeting at the AMUG Conference.
- Attend the annual Meeting of the Board of Directors.
- Assist in transition of duties to the President-elect.
- While financial management is the primary focus of the Treasurer, the entire AMUG Board shares the responsibility of financial oversight and accountability.

### **Time Commitment (minimum)**

- Board of Director meetings – 1 hour @ 2/month
- Committee Chair meeting – 1 hour/month
- Annual Board meeting – 4 days/year (Travel required)
- Committee meetings - Chairs one committee, meeting frequency as needed to meet objectives.
- Note: Meetings will generate action items that will require additional time

### **Qualification**

Immediate Past President is automatically assumed by the outgoing President.. Should the Immediate Past President be unavailable, the Board of Directors may appoint a previous AMUG Past President to fill the position.

The Immediate Past President is a non-voting position on the Board of Directors and is exempt from the rule stating no position, except the Treasurer, may be held by the same person or employees of the same company, or employees of affiliates of the same company at time of election or appointment.

### **Experience**

Demonstrated active support of AMUG's mission, philosophy, objectives, and purpose.

Immediate Past President position requires the individual to have preceded in the President position.

### **Revision History**

Amended 10/20/2022, AMUG Board of Directors

Amended 07/20/2023, AMUG Board of Directors

Amended 05/16/2024, AMUG Board of Directors