



JOB DESCRIPTION

POSITION TITLE: AMC President

ACCOUNTABLE TO: AMC Board of Directors

TERM: Elected for one-year term

NATURE OF WORK

The President shall have the authority to act in those circumstances and on those matters as directed by the Board of Directors. Incumbent is expected to represent the Association with integrity when dealing with Association members, the State Legislature, the Governor, other public interest groups and the general public.

EXAMPLES OF WORK

The President shall perform the usual duties as the chief elected officer of the Association and may speak for or on behalf of the Association, the Board and its members.

The President shall be a member of the Board of Directors, and is expected to attend all meetings of the Board of Directors.

The President shall preside at all regular and special Association and Board meetings.

The President shall be a member of the Executive Committee, and is expected to attend and preside over all meetings of the Executive Committee.

The President shall serve upon and appoint, except for the policy committee chairs and other members of the executive committee, all members of the Legislative Steering Committee and serve as its chairperson.

The President, with concurrence of the Executive Committee shall make all standing committee appointments of the Association and Board except policy committee and sub-committee appointments.

The President is to be available to serve as a spokesperson for the Association, or delegate that responsibility as appropriate.

The President is expected to represent the Association of Minnesota Counties at national meetings such as the NACo Annual Conference, NACo Legislative Conference and the Western Interstate Annual Conference.

The President shall provide the Association with a column addressing the membership for each edition of the *Minnesota Counties* newspaper.

The President shall assure the appropriate signature of all deeds, mortgages, contracts, or other instruments which the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board, by the Association Bylaws or by statute to some other officer or agent of the Association; and in general shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.