

**ARCTIC RESEARCH CONSORTIUM OF THE UNITED STATES  
PRESIDENT/CHAIRPERSON  
JOB DESCRIPTION**

The President is responsible for ensuring that the Board of Directors and its members:

- Are aware of and fulfill their governance responsibilities
- Comply with applicable laws and bylaws
- Conduct board business effectively and efficiently
- Are accountable for their performance<sup>1</sup>

**GENERAL RESPONSIBILITIES**

In order to fulfill these responsibilities, and subject to ARCUS bylaws, the President presides over meetings; proposes policies and practices; sits on various committees; monitors the performance of Directors and Officers; submits various reports to the board, to funders, and to other stakeholders; proposes the creation of committees; appoints members to such committees; and performs other duties as the need arises and/or as defined in the bylaws.

**ACCOUNTABILITY**

The President is accountable to the Board of Directors or Members as specified in the bylaws. The President may delegate specific duties to the Executive Director, Board members, and/or committees as appropriate; however, the accountability for them remains with the President.

**SPECIFIC DUTIES**

The President ensures that an agenda is planned for board meetings. This may involve periodic meetings with committee chairpersons and the Executive Director to draft annual and meeting agendas and reporting schedules.

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<sup>1</sup> This document uses the word “ensure” to convey the intent that accountability for the specified responsibilities lies with the President but it is not necessarily the President who carries out that activity. Indeed, many of these responsibilities will be delegated to board committees, staff, or others including experts retained for a specific purpose. The word “ensure” is not intended to imply any additional source of legal duties beyond those that are required by law.

The President presides over meetings of the Board of Directors. In this capacity, the President:

- Chairs meetings according to accepted rules of order for the purposes of
  - encouraging all members to participate in discussion;
  - arriving at decisions in an orderly, timely, and democratic manner;
- Votes as prescribed in the bylaws.

The President also performs the above duties for the Executive Committee.

### **BOARD COMMITTEES**

The President serves as an ex-officio member of board committees specified in the bylaws. In this capacity, the President's role is:

- To serve as a voting member of the committee
- To negotiate reporting schedules
- To identify problems and assist the committee chairperson to resolve them, and if necessary to bring them to the attention of the Board of Directors.

### **BOARD-STAFF RELATIONS**

The President is the primary liaison between the Board and the Executive Director. In this capacity, the President:

- Meets periodically with the Executive Director
- Ensures that the Board conducts annual performance reviews of the Executive Director
- Participates in the hiring and evaluation of the Executive Director.

### **COMMUNITY RELATIONS**

The President ensures ARCUS maintains positive and productive relationships with media, funders, donors, and other organizations. In this capacity, the President serves as primary spokesperson ARCUS. Duties may include:

- Representing ARCUS to the media

- Representing ARCUS on governmental or nongovernmental organizations and committees
- Timely and appropriate reporting of Board decisions and actions to members and/or funders and/or donors.

### **BOARD DEVELOPMENT**

The President ensures that structures and procedures are in place for effective recruitment, training, and evaluation of board members.

### **FUNDRAISING**

The President ensures that structures and procedures are in place for securing the resources required by ARCUS.

### **DELEGATION**

The President may establish or propose the establishment of committees of the Board, and may assign tasks and delegate responsibilities to Board committess and/or directors.

*Approved by ARCUS Board of Directors  
July 20, 2009*