

**Junior League of Fort Collins
Board of Directors
President Success Map**

The President is the Chief Executive Officer of the League and presides at meetings of the League and the Board; is a member ex-officio of all councils and committees except Nominating; with the Secretary, signs all contracts and other obligations authorized by the Board, Committees and Councils; and represents the League in the community and the Association of Junior Leagues International.

Key Responsibilities:

- Presides over the Board of Directors, with voice and vote; and carries out the League Bylaws; ensures that the League is in compliance with all legal regulations, rules and ethical standards; maintains its accountability to the community; and operates for the public good;
- Sets the agenda for all Board meetings;
- Creates and/or updates the Strategic Plan with the support of the Board;
- Carries out the role of President of the League within the Association of Junior Leagues International; distributes material accordingly and attends all appropriate conferences;
- With Executive Vice President (and others as required), creates slides and agenda for General Membership Meetings;
- Serves as escalation point, mentor, and advisor to League Leaders and members as required;
- Represents the League at various community functions and serves as a spokesperson for the League;
- Serves as liaison to the League's legal counsel, if necessary;
- Prepares and files annual documents with the Secretary of State as may be required;
- Collaborates with Treasurer and League Accountant to ensure timely filing of annual 990 and any audits;
- Holds a League Credit Card and may be required to make purchases and pay invoices for Committees and other Leaders;
- Is a signatory to the League financial accounts;
- Mentors the President Elect to ensure her success as President;
- Remains an active League member for a minimum of one year following the end of the term.

Key Skills: Communication, collaboration, organization, ability to delegate, comfort with public speaking and representing organization to external audiences, membership recruitment/retention, ability to manage budget.

Length of Term: The President serves for one year, but the role is the second year of a three year commitment on the Board of Directors: first as President Elect, then President, and finally, as Past President.

Key Relationships: Board of Directors, Active and Provisional Members

Required Qualifications: Must be an active member in good standing.

For additional information about this position or the application process, please contact the Governance Director at nominating@jlfortcollins.org.

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