

## **President**

### **Generally:**

According to the By-Laws, the FACC President shall (1) preside at all meetings; (2) appoint all committees; (3) call the meetings of the Board of Directors; and (4) perform such other duties as may be required by FACC.

*In addition to those set forth above as provided in the By-Laws, the following are guidelines for duties and responsibilities generally attributed to the office of President.*

### **FACC Board Meetings:**

The president should attend all the FACC board meetings, as attendance is monitored in accordance with the attendance policy. For a copy of the FACC Attendance Policy, please see the policies section contained on the FACC website. The FACC Board Meetings are held during the months of January, April, June, and October. Monthly conference calls are also held as needed. An agenda item should be prepared and provided to the FACC staff prior to each board meeting for agenda packets to be assembled and distributed. This should be provided even if there was no activity.

### **Manual Review:**

The president should review the Board of Directors responsibilities (located on the FACC website) pertaining to his/her office each year and forward inconsistencies and recommended changes to the By-Laws/Manual Revisions Committee Chair.

### **Expenses:**

For a copy of expenses covered by the FACC, please see Travel Policy listed in the policies section on the FACC website. Any other in-kind time, travel and correspondence of the president should be incorporated into the respective city budget.

### **Responsibilities of the President**

#### **1) Meetings:**

- Calls meetings of the Board of Directors and membership.
- Presides at all meetings of the Board of Directors and membership.
- Prepares agenda items for all board meetings.

#### **2) IIMC Conference Duties:**

- Attends President's Forum at the IIMC Annual Conference.
- Attends Region III meeting at IIMC Annual Conference and reports on activities projects, programs, etc. of FACC.
- Represents Florida in whatever capacity IIMC may require.
- Provide Region III newsletter article with Florida updates/information.

#### **3) FACC Summer Conference and Academy Duties:**

- Extends official invitation to the conference and academy to the IIMC President, or member of the IIMC Board, and ensures he/she is aware of all conference and academy activities.
- Confers with the Conference and Academy Host Committee and FACC staff on the program for opening ceremonies, and any other planned activities as requested by the committee chair or FACC Executive Director.
- Swears-in FACC officers and/or coordinates with President Elect for special persons to swear in officers.

4) **FACC Fall Academy Duties:**

- Confers with the Professional Education Committee to ensure the educational program is complete.
- Participates in and mentors Third Year Attendees Class.

5) **Florida League of Cities Conference Duties:**

- Attends August Florida League of Cities Conference representing FACC.
- Should be available as much as possible to greet officials at the FACC exhibit booth.
- Serves as voting member of and attends the FLC Resolution Committee meeting.
- Attends conference activities as much as possible.

6) **Florida League of Cities Legislative Conference:**

- Attends the FLC Legislative Conference representing FACC.
- Attends various conference committee meeting sessions.
- Serves as a voting member of the Legislative Committee during the Legislative Committee Meeting.

7) **Miscellaneous:**

- Prepares congratulatory letters to board members and to the city manager/mayor of each newly-elected Board member.
- Appoints all committees, chairpersons and co-chairpersons; coordinates notification of committee appointments with FACC staff. Coordinates, with FACC staff, certificates (near end of term) based on reports from committee chairs of members who actively served on the committees.
- Prepares articles for Friday emails as needed.
- Prepares a President's message for the Web site.
- Selects recipient for annual President's Award.
- Sends letters of welcome to new FACC members.
- Performs other duties as necessary or as assigned by the Board of Directors.
- Signs minutes and resolutions.

**Suggested Installation Procedures:**

**Order:**

1. President
2. Executive Officers (President-Elect and Vice President)
3. District Directors

Person presiding over swearing-in asks the individual(s) to please come forward, face the association, raise their right hand and to recite the following:

**President:** *“As President of this Association, the membership has conferred upon you its highest and greatest responsibility. To you they have entrusted those duties as contained in the Bylaws of your Association. May it ever be your constant aim and endeavor to promote the growth and fulfillment of the goals and objectives of this Association. Through your leadership and inspiration, you will guide the Association through the coming year. Do you accept the office of President and pledge to these members to perform those duties to the best of your ability? It is my pleasure to declare you duly installed as President of the Florida Association of City Clerks.”*

**Executive Officers:** *“The members of the Florida Association of City Clerks have expressed confidence in your leadership abilities by electing you to serve as President-Elect and Vice President. It shall be your responsibilities to perform the duties of your respective offices as contained in the By-Laws of your Association. Will you be ever mindful of the goals and objectives of this Association as you perform all of these duties to the best of your ability?...I declare you duly installed as Executive Officers of the Florida Association of City Clerks.”*

**District Directors:** *“You have been duly elected by your fellow members to represent them as District Directors, serving as liaison between the Florida Association of City Clerks and the City Clerks in your respective districts. You are charged with the responsibility to assist in the business of this Association and to conscientiously perform other duties that may be delegated to you. Do you accept the responsibilities of serving as District Directors of the Florida Association of City Clerks?...I declare you duly installed as District Directors of the Florida Association of City Clerks.”*

### **Suggested Timeline:**

#### **June:**

- Conduct FACC Annual Board Orientation Luncheon meeting held at the end of the annual Summer Conference and Academy for incoming board members and committee chairs.
- Prepare and send congratulatory letters to board members and to the city manager/mayor for each newly elected board member.
- Prepare a president’s Message for the web page.

#### **July:**

- Region III Newsletter article due around 15<sup>th</sup> of month for August newsletter.

#### **August:**

- Greet officials at the FACC booth at the Florida League of Cities Conference.
- Attend and serve on Florida League of Cities Resolutions Committee meeting at Florida League of Cities Conference.

#### **September:**

- Prepare and submit an activity report board agenda item for October.
- Prepare for first time attendees class at Fall Academy.

#### **October:**

- Preside at FACC Board Meeting.
- Attend the Fall Academy.
- Participate in first time attendee’s class at the Fall Academy.
- Select and work with FACC staff to order pins for IIMC Conference, if needed.

#### **November:**

- Attend and serve on the Florida League of Cities Legislative Conference.
- Serve on Florida League of Cities Legislative Committee.
- Region III Newsletter article due around 15<sup>th</sup> of month for December newsletter

#### **December:**

- Prepare and submit an activity report board agenda item for January.

**January:**

- Attend IIMC Region III Annual Conference as Florida's representative, if in January.
- Attend board meeting.

**February:**

- Attend IIMC Region III Annual Conference as Florida's representative, if in February.

**March:**

- FACC Staff will assist in extending an official invitation to the IIMC president for the June Summer Conference and Academy.
- FACC Staff will assist in requesting a report from committee chairs to confirm the members that have actively served on their committees.
- Prepare and submit an activity report board agenda item for April.
- Region III Newsletter article due around 15<sup>th</sup> of month for April newsletter
- Preside over a budget committee meeting

**April:**

- Preside at FACC Budget Meeting.
- Preside at FACC Board Meeting.
- Ensure that the By-Laws revision recommendations, if applicable, are ready for *distribution to the members*.
- Select recipient for the annual President's Award.

**May:**

- Prepare and submit an activity report board agenda item for June.
- Prepare for Summer Conference and Academy opening session. FACC Staff prepares script.
- Attend Annual IIMC Conference and pertinent sessions and meetings.

**June:**

- Preside at the final FACC Board Meeting.
- Preside at the Summer Conference and Academy opening session.
- Preside at the FACC General Membership Meeting at Summer Conference and Academy.

**Past President Responsibilities**

- Serves as Chair of the Nominating Committee.
- Serves as a member of the Association's Executive Board.
- If requested by the president, may serve as a past president on the Awards and Scholarships Committee.