

President

Generally:

The president shall (1) preside at all meetings; (2) appoint all committees; (3) call meetings of the Board of Directors; and (4) perform such other duties as may be required.

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-elect should attend all the FACC Board Meetings, as attendance is monitored in accordance with the attendance policy.

The FACC Board of Directors meets:

- in early May virtually for budget consideration;
- once at the beginning of the annual FACC Summer Conference and Academy;
- once at the annual FACC Fall Academy; and
- virtual meetings as decided by the President.

Expenses:

For a copy of expenses covered by the FACC, please see the FACC Policies.

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.
- Approves agenda 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:

- Attends the event.
- Leads the Opening Ceremony, Business Luncheon and other sessions as required.
- 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.
- Attends the event.
- Leads the Opening Ceremony, Recognition Luncheon and other sessions as required.
- Participates in and mentors Third Year Attendees Class.

5) Florida League of Cities Conference Duties:

- Attends August Florida League of Cities Conference representing FACC.
- Assists with FACC booth in Exhibit Hall (if needed).
- May serve as a 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.
- May serve as a voting member of the Legislative Committee during the Legislative Committee Meeting.

7) Miscellaneous:

- Appoints all committees, chairpersons and co-chairpersons; coordinates notification of committee appointments with FACC staff.
- Prepares articles for Friday Newsletter as needed.
- Selects a recipient for the annual President's Award.
- Sends letters or emails of welcome to new FACC members.
- Performs other duties as necessary or as assigned by the Board of Directors.
- Signs minutes and resolutions.