



POSITION DESCRIPTION – PRESIDENT

The individual serves as the chief executive officer of AFSA, chair of the Governing Board, and as an ex-officio member on all committees; represents all members of the Foreign Service as the voice of the Foreign Service; and acts as an officer of the Association.

The President is elected by the Association's members, or appointed in the event of a mid-term vacancy, and detailed by the agency to AFSA on 100% official time.

The President reports to the Governing Board and is ultimately accountable to membership. He or she provides policy guidance to AFSA professional staff.

Chair of Board and Ex-Officio Member of All Committees (except Elections) – the President is responsible for chairing the monthly Executive Committee meeting and monthly Governing Board meeting; aligns staff behind board policy; and serves as an ex-officio member on all AFSA committees.

Chief Executive Officer – the President directly supervises the following AFSA staff members: the Executive Director, the Director of Communications, the Director of Professional Policy Issues, and the Special Assistant to the President. This includes setting and adjusting work requirements, monitoring progress and writing employee reviews. The President may interview staff and Governing Board members as necessary to prepare a comprehensive review of the Executive Director. The President will submit the aforementioned staff members' work requirements twice annually to the board, or a committee designated by the board, for review and approval.

Professional Policy Issues and Communications – the President promotes the Foreign Service with support from AFSA's professional policy issues and communications staff; represents the Foreign Service in written, telephonic, and in-person communication with Congress, media, and elsewhere; participates in outreach to membership and the public in coordination with AFSA staff and the agency Vice Presidents as appropriate; and is authorized to engage the media, without seeking agency clearance, as an AFSA representative on Foreign Service issues.

Foreign Service Journal – the President contributes a monthly "President's Views" column to the *Foreign Service Journal*.

Representational Activities – the President will often serve as the host at AFSA events; represents AFSA and the Foreign Service at outside events; participates as an ex-officio member of the Association for Diplomatic Studies and Training (ADST) board; represents AFSA in the

Foreign Affairs Council (FAC); and will normally be the signatory on correspondence from AFSA except on agency specific issues as coordinated with the agency Vice President.

Officer of the Association – The officer has a fiduciary duty to membership, and in the case of the President, signing authority for the organization. The officer may be asked to serve in an acting capacity for other association officers as needed.

The officer is expected to fulfill the general responsibilities of a board member as articulated in the documented approved by the Governing Board on April 1, 2015.