

PRESIDENT

1. Preside over all NLS meetings.
2. Create meeting agendas. Sample agendas can be obtained from the NLS repository.
3. Exercise necessary authority to manage NLS affairs between meetings.
4. Oversees all aspects of NLS operations. The performance of elected and appointed officer duties. The principle task is to assure that schedules are developed and kept. The Co-Presidents must also give consent to major officer initiatives that do not require board approval.
5. Consults with the Executive Committee on issues needing decisions between scheduled meetings of the NLS Executive Committee/ full NLS Board (per bylaws, these happen no less than once a quarter and are scheduled as needed.).
6. Attends the Affiliated Societies Meeting at the Academy of Management conference.
7. Sign all contracts during Presidency.
8. Reviews minutes of meetings prior to sending them to the board members.
9. Communicates tasks and meeting information to board members as needed.
10. Reviews strategic plan to ensure goals are being met on a regular basis. Implement changes where needed.
11. Prepares visual aids (e.g., Powerpoint slides) and/or handouts for NLS AOM business meeting (Template available).
12. Serves as the point of contact for all external requests.
13. Approves updates to the NLS board job descriptions as necessary.
14. Election responsibilities
 - a. With the help of the executive committee, creates/updates the call for nominations.
 - b. Works with Webmaster and Communications Coordinator to place the call for nominations on the NLS website and distributes by email. Works with Webmaster and Communications Coordinator to send a reminder before the deadline by email and social media. Solicits nominations from the SMA board.
 - c. Collects applications from Webmaster and develops the nomination spreadsheet based on applications.

- d. Using the nomination spreadsheet, works with committee to determine slate of candidates and reports back to NLS Board members the fate of their nominees.
- e. Secures bios and pictures from nominees and provides them to Webmaster to create the ballot.
- f. Coordinates with the Webmaster to conduct the election.
- g. Notifies nominees and NLS Officers/Board Members of election results before the annual meeting.
- h. Works with Webmaster and Communications Coordinator to place election results on the NLS website and announces to the NLS membership via email

In accordance with NLS by-laws, terms of office of elected officers are 5 years in duration. One officer is elected each year to ensure continuity. Terms of elected officers begin at the conclusion of the annual business meeting.