



<b>Position Title</b>	<i>President, AMHP New York/New Jersey Chapter</i>
<b>Reports to</b>	<i>AMHP New York/New Jersey Board</i>

**Position Summary:** The President provides leadership to the AMHP New York/New Jersey Chapter Board of Directors in meeting all of their responsibilities in accordance with Chapter bylaws and ensures the Board conducts business effectively.

**Duties and Responsibilities:** The President will perform duties, such as, but not limited to (including any other duties and responsibilities outlined in the Chapter’s bylaws):

- *Board Meetings:* Leads and facilitates board meetings by setting agenda and making sure that the agenda is closely followed, according to accepted rules of order for the purposes of encouraging all members to participate in the discussion and arriving at decisions in an orderly, timely and democratic manner.
- *Strategic Planning:* Coordinate the implementation of the long term strategic planning and goal setting process for the Chapter
- *Board Development:* Work with Executive Secretary to ensure that structures and procedures are in place for effective recruitment, training, and evaluation of Board members.
- *Fundraising:* Guides the work of the Board to secure funds for the chapter by overseeing the development of fundraising policies, encouraging and supporting the fundraising efforts of individual Board Members
- *Board Committees:* Depending upon chapter needs and strategic planning goals, the President may establish additional committees of the Board

**Time Commitment:**

- This position will require approximately 8-10 hours per month.
- Attend all Board meetings on a monthly basis, or as required. Board members are expected to attend at least 75% of all regularly scheduled meetings..

**Desired Qualifications:**

- A minimum of bachelor's degree in a health-related field with experience in leadership positions.
- High energy and passion for AMHP’s mission and vision are essential.
- Strong communication skills, ability to lead and motivate board members and leadership experience in a non-profit organization are an asset.
- Ability to work independently and as a team player to productively engage with others

**Additional Expectations:** While upholding the highest standards of fiscal oversight, resource development, and governance, AMHP chapter board members are also expected to consistently deepen

their knowledge and understanding about AMHP's work and act with the utmost integrity. Additional expectations include:

- Have the most up-to-date knowledge and understanding of AMHP's mission, goals, and activities.
- Maintain the confidentiality of all board deliberations.
- Accept board decisions, and speak outside of the board with one voice after a decision has been made.
- Act on behalf of the chapter and its interests, putting aside personal concerns, affiliations, or constituencies.
- Speak on behalf of the chapter only when authorized to do so.
- Be aware of AMHP's conflict of interest policy and abide by it.