

President

POSITION STATUS:	Officer
TERM:	One Year
ELECTION PROCESS:	The President will be elected at the Fall Membership Meeting each year by the voting members of MPA.
FUNCTION:	The President will be the leader of MPA and a mentor for the paralegal profession. This individual will be responsible to make daily, ongoing and long-term decisions regarding MPA's overall effect on the profession and ensure these decisions are implemented and monitored.

SPECIFIC RESPONSIBILITIES: The President will assume the following responsibilities:

1. Act as presiding officer at meetings of the general membership and the Board of Directors including, but not limited to, monthly Board of Director meetings, special Committee meetings, Ad Hoc Committee meetings, and Executive Committee meetings.
2. Attend the national and regional meetings of NFPA as necessary.
3. Act as a representative of MPA to other entities.
4. Honor presidential speaking engagements.
5. Submit a President's column and/or special contributions for MPA's publications.
6. Serve on the Editing Committee which proofreads MPA's publications, the website and broadcast -e-mails.
7. Perform the following:
8. Establish a regular meeting date and time for monthly Board of Directors meetings at the first meeting of the newly elected Board of Directors.
9. Conduct the Board orientation meeting at the first meeting of the newly elected Board of Directors.
10. Conduct the goal setting meeting in conjunction with the February Board of Directors meeting.
11. Report progress toward the established goals at the August meeting of the Board of Directors.

12. Ensure that MPA's structure is evaluated and the Policy and Procedures Manual reviewed annually.
13. Review bank statements, audits and any other financial reports.
14. Work closely with Vice President and Internet Coordinator to maintain, update and upgrade Association's web site.
15. The year following presidency shall act as a Board Advisor as requested by the Board.

- DIRECT RESPONSIBLE POSITIONS:**
- All board members
 - Management Company

RECOMMENDED QUALIFICATIONS: The President should have held an officer's position, preferably a Vice President, during the preceding year. The President should possess excellent communication and leadership skills