

STL-ODN

St. Louis Organization Development Network

President's Role Description & Responsibilities

Overview of Expectations

The STL-ODN Executive Team (ET) is responsible for providing overall leadership and strategic direction for the ongoing operation and health of the organization. The STL-ODN is run exclusively by volunteers, and ET members have a critical stewardship role. ET members are expected to act collaboratively in the achievement of the organization's goals, in alignment with the overall strategic agenda. In addition to the shared responsibility for establishing and maintaining the strategic direction of the organization, each ET role has specific responsibilities.

Role Description

The President serves as the Chief Elected Officer and Chair of the ET for a minimum one-year term. The President represents the best interests of the STL-ODN and the profession. The President leads the efforts to establish and maintain the strategic direction and directs the affairs in keeping with the goals, objectives, policies and strategic direction established by the ET.

The ET holds regular monthly meetings, and typically 2 meetings for transition and strategy planning. Assuming a match of skills and interests to our needs, preference for ET membership is given to individuals who have been active in the local OD community (members for at least 6 months, volunteers, and attendees of our events). All must be members in good standing.

Role Responsibilities

1. Attend monthly ET meetings (2 hours/month)
2. Attend monthly program (2 hours/month)

3. Prepare for monthly meetings, and follow up with notes and action items. (1 hours/month)
4. Lead the ET in long-term strategic planning and setting a direction for the coming year. (1 hour/month)
5. Establish meetings of the ET and create agendas, or assign designee for same. (2 hours/month)
6. Assign tasks/new initiatives to various ET members/committees.
7. Set performance standards and deadlines for those tasks/initiatives.
8. Manage performance of individuals and the ET as a whole.
9. Recruit new ET members based on the needs defined by new initiatives or ET resignations. (4 hours/role)
10. Advise other ET members. (1 hour/month)
11. Lead succession planning/ET development. (40 hours during the summer)
12. Review position descriptions and submit revisions as necessary, updating bylaws as needed. Create or modify policy as needed.
13. With input from other ET members, create a “President’s Book” or record of the year containing key actions, decisions, lessons, program topics, policies, role descriptions, and budgets.
14. Communicate periodically with membership on ET progress toward goals (President’s Message/Note). (2 hours/quarter)
15. Serve as key spokesperson for the organization.
16. Provide appropriate recognition to volunteers.
17. Send thank you notes to conference presenters.