



International Association
of Business Communicators
Pittsburgh

PRESIDENT – Role & Responsibilities

The President shall serve as the chief executive officer of IABC/Pittsburgh; exercise general supervision over executive affairs of IABC/Pittsburgh; preside at all regular and special meetings; appoint and be an ex officio member of all committees; represent IABC/Pittsburgh in civic, professional and educational activities; and serve as primary spokesperson for the chapter.

The President shall also:

- Lead board planning and meetings, sets expectations of other board members, and oversee all board activities
- Lead the effort in strategic planning for the chapter
- Keep board members informed and provides resources, and listen to member concerns
- Ensure structure and governance of chapter by building awareness among leaders of IABC policies, procedures, and deadlines as appropriate
- Perform other duties necessary to the office or as prescribed by the Executive Board
- Serve as the delegate of IABC/Pittsburgh to the International Association of Business Communicators and to the Heritage Region board

Term Length: 2 consecutive years, with each term year running July 1 – June 30 (Note: there may be a 3-year commitment, accounting for the future 1-year work as Immediate Past President)

Must be an IABC member? Yes

Election: Voted by chapter membership on annual slate of board officers