



JOB DESCRIPTION

OAMR PRESIDENT

GENERAL RESPONSIBILITIES

- A. Convene, conduct, and preside over all Executive Board meetings and the Annual Conference.
- Prepare all meeting agendas;
 - Collect packet material from board members and committee chairs and distribute.
- B. Serve as liaison between the Executive Board and the General Membership.
- Present to the Membership the recommendations of Executive Board and committees;
 - Encourage members to participate in Association activities;
 - Submit a President's report for each quarterly Newsletter
- C. Represent the Association in official capacity at the IIMC Annual Conference (as OAMR's delegate), IIMC Regional Meetings, and Region IX State Association Conferences.
- Write and submit OAMR reports to the IIMC Regional Directors for publication in the Region IX Newsletter as requested (3-4 times per year).
- D. Represent OAMR by serving as an ambassador to other municipal groups, such as LOC, OCCMA, Mayor's Association, OMFOA, others as appropriate.
- Serve on LOC General Government Committee or others as appropriate;
 - Attend LOC Board meetings and conference as affiliate organization president, or designate a representative;
 - Maintain close contact with Professional Growth & Development Committee to coordinate setup and staffing of the OAMR Booth at the League of Oregon Cities Annual Conference and other conferences as needed.
- F. Adhere to the IIMC and OAMR Code of Ethics.

CALENDAR

Immediately after Annual Conference

- A. With incoming 1st Vice President and Treasurer, settle the OAMR account with the conference facility.
- B. Hold incoming/outgoing board transition meeting on Saturday morning at end of conference.
- C. Send thank you letters to facility manager and staff; sponsors, exhibitors and vendors who provided financial support for the conference; clergy and others who provided invocation, entertainment, special dedications; all non-paid speakers, including OAMR member; agencies/companies that provided “freebies: or door prize items.
- D. Prepare president's message for publication on the OAMR website.
- E. Schedule at least two Association Board meetings for the year (typically these are held in the late fall, winter, and at mid-year). Other meetings may need to be scheduled to attend to pressing Association business during the year.
- F. Appoint Committee Chairs and create Committee membership lists based on sign-ups from Annual Conference (via e-mail, invite members unable to sign up at conference to join committees:
 1. Audit
 2. Bylaws
 3. Budget
 4. City Recorder's Procedure Manual
 5. Conference
 6. Education
 7. Historic Preservation
 8. Internet
 9. Legislative
 10. Membership
 11. Mentoring and Leadership Development
 12. Newsletter
 13. Nominating
 14. Professional Growth and Development
 15. Records Management
 16. Retired Clerks
 17. Scholarship
 18. Special Projects/Funding Raising
 19. Other committees as the President deems necessary
- G. Send letters to appropriate mayors and/or city managers informing them of the election of their municipal recorder to an OAMR office or appointment of their municipal recorder to an OAMR committee chairmanship.

During Presidential Year

- A. Call additional board meetings as needed.
- B. Sign financial documents, including checks, in absence or inability of Treasurer to sign.
- C. Write letters on behalf of the Association as needed.
- D. Communicate frequently with Executive Board members and all committee chairpersons, keeping them informed of resignations, significant events that impact members.
- E. Attend annual conferences for Alaska in November, Washington in March, and California in April.
 - For each conference, purchase and present a gift to the outgoing and incoming president of each association;
 - Prepare and deliver a brief speech to the membership at each conference.
- F. Attend IIMC Conference in May.
 - Participate in opening flag ceremony (requires mandatory attendance at rehearsal on day prior to opening ceremonies;
 - Participate in Presidents' round table discussion;
 - Purchase and deliver MCEF auction item on behalf of OAMR
- G. Maintain President's file, consisting of correspondence, etc., to be given to OAMR Secretary at end of term.
- H. Maintain the President's photo album.

Annual Conference Duties

- A. Attend annual conference as an OAMR officer, which may preclude attending some education sessions, or serving as a session facilitator or presenter.
- B. Develop list of individuals to invite to annual conference as honored guests and ensure that invitations and conference information are sent to each on a timely basis.
- C. Prepare Notice of Annual Meeting and Bylaw amendments to present to Membership.
- D. Create Annual Meeting Packet and distribute to all members in advance of conference. This will include annual reports from all committees, region directors, and officers.
- E. Prepare message of welcome for conference handbook.
- F. Prepare scripts for Conference Opening Ceremony, Candidate Lunch, Region IX Luncheon, Banquet.
- G. Coordinate Annual Awards for Recorder of the Year and President's Award of Distinction.

- Prepare and distribute nominating forms;
 - Review nominations, make selections;
 - Ensure that plaques are ordered for each of the recipients and for the President's Plaque that will be presented to the incoming President at the banquet;
 - Send congratulatory letters to representatives of award recipients' jurisdictions, send invitations to them and recipients' families to attend the annual banquet and make arrangements for their attendance;
 - Present awards at annual banquet.
- H. Serve as hostess for honored guests during conference.
- I. Sign all certificates being given for committee participation, etc.
- J. Brief First Vice President prior to leaving office on duties expected after taking office.
- K. Conduct and preside over the annual business meeting and other sessions during the conference (opening ceremony, banquet, Region IX meeting).
- L. Prepare and deliver records to Annual Conference for transfer to successor or archival retention as appropriate.
- M. Send thank you letters to board members and committee chairs that have served during the president's term. Optional: provide small gifts of appreciation.

QUALIFICATIONS

- A. Must be an active member of OAMR in good standing.
- B. Must have participated on an OAMR committee for two years, within the past four years, prior to taking office as Second Vice President and automatically succeeding as First Vice President and President.
- C. Knowledge of Bylaws and parliamentary procedures.
- D. Understanding that responsibility for administration of Association is vested in Executive Board.