

## **Role Description: President**

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Provides overall leadership/management, generates ideas and gives clear direction to the Board on ADSC matters including action items, policies/procedures, and events.

All Board members are expected to utilize personal expertise in Art Deco and Streamline Moderne art/architecture and industrial/commercial design as a preservation and educational tool for ADSC. The following guidelines are additional duties expected of the President.

### **Prerequisites and Required Skills**

1. Active member of the ADSC
2. Experience and involvement with the ADSC
3. Prior leadership experience
4. Willing and able to publicly advocate for the ADSC as an organization
5. Clear and concise communication
6. Ability to delegate effectively
7. Conflict management and mediation, level headed
8. Experience with fundraising

### **Duties**

1. Preside over and chair Art Deco Society of California Board of Directors' monthly meetings and general membership meetings.
2. Responsible for promoting DEI and being a liaison between the ADSC and the public on this topic. Consult with the DEI committee on a regular and ongoing basis regarding major decisions and directional plans for the organization.
3. Long term strategic planning on future areas of focus for the organization.
4. Work with the Executive Committee as needed on creating a monthly meeting agenda.
5. Recruit new ADSC Board members.
6. Create new Board positions and realign or shift roles and responsibilities as appropriate.
7. Recruit Directors/committee heads and committee members for those Board members under his/her direct supervision by networking inside ADSC among the membership and outside among professional contacts; serve as liaison between individual Board members and committees as needed.
8. Provide input to the Preservation Director on buildings or other landmarks which may be considered for ADSC Art Deco Preservation Awards and on projects which would be suitable pursuits for the Preservation Committee.

9. Recommends and assists other Board Directors to develop and successfully implement educational programs/lectures on Art Deco related topics for the community and membership.
10. Organize agenda and preside over yearly ADSC Board of Directors' retreat for strategic planning. Present strategic organizational plan for the coming year as decided on at this retreat.
11. Prepare **President's Report**; distribute to Board members annually and include in production of 503(b) ADSC Annual Report.
12. Divide or share ongoing roles and responsibilities for routine activities proactively and as mutually agreed with the ADSC Vice President. Delegate additional responsibilities to the Vice President when circumstances require or are deemed necessary.
13. Along with the Vice President and Preservation Director, represent ADSC officially to the public, including making statements, explaining issues, appearing on media, or attending professional/civic/social functions.
14. Responsible for signing checks to pay ADSC expenses as needed and presented by the Secretary/Office Manager.
15. Network with various special interest groups among the membership (architects, preservationists, vintage car owners, dancers, vintage clothing vendors/collectors, music buffs, etc.) to obtain their feedback on organizational goals and activities.
16. Attend ADSC programs and make introductions or announcements as appropriate.
17. Host annual Membership event, make announcements of important changes, new Board appointments and introduce Board.