



POSITION DESCRIPTION – PRESIDENT

The individual serves as the chair of the governing board and as an ex-officio member on all committees; represents *all* members of the Foreign Service in congressional advocacy, media outreach, agency management, and to all other groups; and acts as an officer of the association.

The president is elected by the association's members, or appointed in the event of a mid-term vacancy, and detailed by the agency to AFSA on 100% official time.

The officer reports to the Governing Board and is ultimately accountable to membership. He or she provides general policy and member assistance guidance to AFSA professional staff in the advocacy, communications, and labor management units. He or she may also directly supervise AFSA professional staff, such as an executive assistant/office manager.

Chair of Board and Ex-Officio Member of All Committees (except Elections) – the president is responsible for chairing the monthly executive committee meeting and monthly governing board meeting; supports board policy and shows commitment to board activities; and serves as an ex-officio member on all AFSA committees.

Congressional Advocacy and Media Outreach – the president promotes board policy with support from AFSA's professional advocacy and communications staff; represents the Foreign Service in written, telephonic, and in-person communication with Congress, media, and elsewhere; participates in congressional and public outreach with AFSA staff the agency vice presidents as appropriate; contributes a monthly "President's Views" column to the *Foreign Service Journal*; and is authorized to engage the media, without seeking agency clearance, as an AFSA representative on Foreign Service issues.

Representational Activities – the president will often serve as the host at AFSA events; represent AFSA and the Foreign Service at outside events; participate as an ex-officio member of the Association for Diplomatic Studies and Training (ADST) board; represents AFSA in the Foreign Affairs Council (FAC) and Federal Employee Education & Assistance Fund (FEEA); and will normally be the signatory on correspondence from AFSA except on agency specific issues as coordinated with the agency vice president.

Officer of the Association – The officer has a fiduciary duty to membership, and in the case of the president, signing authority for the organization. The officer may be asked to serve in an acting capacity for other association officers as needed.

The officer is expected to fulfill the general responsibilities of a board member as articulated in the documented approved by the Governing Board on April 1, 2015.