



President Job Description

The President is responsible for the operational management of the Kerry Blue Terrier Foundation, an Internal Revenue Code Section 501 (c) 3 nonprofit corporation. The President is responsible for the implementation of policy as defined in the by-laws and articulated by the Board of Directors. A major role of the president is to provide leadership and guidance in establishing guidelines, policies, and procedures for the rescue, health and genetics and education branches of the Foundation.

Duties:

Be the principle executive officer of the Foundation, subject to the Board's control
Take a leadership role in implementation of Foundation's mission and policies. Initiate, approve, and disapprove policies, processes and procedures. Initiate action to obtain approval by the board.
Supervise and control all of the assets, business and affairs of the Foundation
Develop organizational structure and staffing for all volunteer positions
Administer the fiscal policies as developed by the Board and assist in the preparation of the annual budget
May sign deeds, mortgages, bonds, contracts, or other instruments, except when the signing and execution thereof have been expressly delegated by the Board or by the Bylaws of the corporation to some other officer or agent of the corporation or are required by law to be otherwise signed or executed by some other officer or in some other manner.
Preside over board meetings as needed
May preside over meetings of the volunteers
Approve, disapprove, comment on changes to the web site
Approve, disapprove, comment on changes to the newsletter and determine if the requested changes need to be forwarded to the Board
Other duties as assigned

Core Competencies:

Be proficient in: collaboration/partnership, communication, decision making, governance, management, organizational development, personal and professional development, planning and vision setting.
--