

PRESIDENT

The PRESIDENT shall:

- Act as Chairperson of the Executive Board.
- Act in behalf of the Executive Board to grant approval in emergency situations.
- Plan and schedule regular meetings which are held at least four times per year. A winter, spring, summer and fall meeting should be scheduled. Other meetings are to be scheduled at the President's discretion. Meetings may be conducted via telephone.
- Invite the following board members to attend the meetings: President-Elect, Vice President, Treasurer, Secretary, Immediate Past President, Media Chairperson, Historian/Awards Chairperson, Membership Chairperson, State Supervisor of Business Education, and standing committee chairpersons deemed necessary by the President.
- Send notice and agenda for each meeting to the Executive Board.
- Appoint the following within one month after installed in office: Membership Chairperson, Historian/Awards Chairperson, Publications Editor, Legislative Committee Chairperson, and any other chairperson necessary to conduct the affairs of the organization.
- Distribute a roster, prepared by the Secretary, of the new Executive Board at the first meeting.
- Forward a list of officers and pictures, if appropriate, to state and national organizations, periodicals, and the Media Chairperson.
- Coordinate the publication of the statewide conference in business communications: *Pennsylvania Business Education Directory, Business Education Forum, Techniques, Journal of Business Education, etc.*, newspapers of general circulation, radio and television as deemed appropriate or requested by the president. The Secretary shall also coordinate with the Media Chairperson to publicize the conference on the PBEA web site.
- Prepare a President's message for each issue of the *PBEA Journal*.
- Assume the conference responsibilities for preparing the President's message for the conference program, appointing a parliamentarian for the annual meeting, and installing the newly elected officers during the conference banquet. Also he/she shall issue a written invitation to the Past Presidents to attend the annual conference and order past president pins as necessary.
- Present the past president's pin to the outgoing Immediate Past President at the conference luncheon.
- Orient the incoming president to the duties of that office and turn over all materials at the conclusion of the conference.
- Expenses will be approved by the Executive Board and paid by PBEA for attending the Executive Board meetings and the conference if not reimbursable from other sources.