



## **Roles and Responsibilities of PRSA Officers**

(Board Approved January 31, 2020)

### **Roles and Responsibilities of the Chair**

#### **Terms of Office**

Serving as PRSA Chair is a four-year commitment, beginning with the position of PRSA Chair-elect.

The four years of service include:

- PRSA Chair-elect (first year),
- PRSA Chair (second year),
- PRSA Immediate Past Chair (third year),
- Chair of the Nominating Committee (fourth year, a non-board position).

#### **Qualifications for PRSA Chair**

- Demonstrated ability to think strategically and work cooperatively to ensure the organization's objectives are implemented operationally.
- Demonstrated leadership ability within PRSA, the profession and community.
- Demonstrated ability to work with volunteers and staff in a collaborative work style.
- Demonstrated ability to delegate responsibility to staff and volunteers.
- Demonstrated ability to process multiple projects and messages.

#### **Roles and Responsibilities of the PRSA Chair-elect (first year)**

As provided under Article V, Section 4 (b) of the PRSA Bylaws, the PRSA Chair-elect shall, in the absence of the Chair, preside at all meetings of the Leadership Assembly and of the Board, and perform such duties as may be assigned by the Board or Chair.

The PRSA Chair-elect shall:

- Automatically become PRSA Chair after (a) serving a one-year term as PRSA Chair-elect; or (b) in the event the current Chair position becomes vacant for any reason.
- Participate in all Executive Committee, Board activities and Board meetings, Leadership Rally and International Conference, as well as any other meetings called by the Chair.
- Chair the Strategic Planning Committee.
- Be called upon to make official appearances and presentations both within and outside PRSA to supplement the efforts of the Chair.
- Consult with the Chair in planning presentations to the Board and any matters needing continuity or future action.
- By mid-year, begin planning for the next year's activities as PRSA Chair, including completion of strategic plan, budget alignment with plan, and Committee Chair appointments.
- Be responsible for overseeing the planning and execution of the Leadership Rally.

**Roles and Responsibilities of the PRSA Chair (second year)**

As provided under article V, Section 4 (a) of the PRSA Bylaws, the PRSA Chair shall preside at all meetings of the Board and the Leadership Assembly, monitor the activities of PRSA and make recommendations with respect thereto to the Board, and perform such duties as may be assigned by the Board. The Chair shall be an ex officio member of all committees, except the Nominating Committee, the Board of Ethics and Professional Standards (BEPS) and the Universal Accreditation Board.

The PRSA Chair shall:

- Act as spokesperson for the Board and PRSA.
- Preside over meetings and work directly with the PRSA Chief Executive Officer to set meeting agendas and ensure that important business is covered, and discussions are on topic.
- Participate by telephone and in person to discuss the agenda for Board meetings and to develop a consensus on issues requiring action by the full Board.
- Work with PRSA staff to identify the dates and locations of the PRSA Board meetings.
- Convene Executive Committee meetings with the Treasurer, Secretary, Chair-elect, Immediate Past Chair and Chief Executive Officer.
- Attend all meetings of the PRSA Board of Directors, Executive Committee, Leadership Assembly and International Conference.
- Attend Chapter and District meetings to give a brief national update or presentation to its members and leaders.
- In close coordination with PRSA staff, respond to the media on subjects related to PRSA or the profession.
- Appoint and oversee committees, including those required by the PRSA Bylaws. Where mandated by the Bylaws, the Board shall vote on appointments.
- Work with the Chief Executive Officer to drive execution of the Strategic Plan.
- Lead the assessment of the performance of the Chief Executive Officer.

**Roles and Responsibilities of the PRSA Immediate Past Chair (third year)**

As provided under Article V, Section 4 (e) of the PRSA bylaws, the PRSA Immediate Past Chair serves as a member of the PRSA Board of Directors, as well as a member of the Board's Executive Committee.

The PRSA Immediate Past Chair shall:

- Serve as a member of the Strategic Planning Committee.
- Serve as a member of the Board of Directors and Executive Committee.
- Serve as Chair of the Board's leadership recruitment process for officer candidates.
- Serve ex officio (without vote) on the PRSA Nominating Committee.
- Serve as Chair of the Past Presidents/Chairs and CEOs Council and call meetings of the council as necessary. Council members include all past presidents/chairs and CEOs of the PRSA Board of Directors.
- Attend all meetings of the PRSA Board of Directors, Executive Committee, Leadership Assembly and International Conference.

**Roles and Responsibilities of the PRSA Nominating Committee Chair (fourth year)**

The PRSA Nominating Committee Chair is responsible for ensuring that the members of the Nominating Committee adhere to the dictates of the Committee's policies and procedures and present to the Leadership Assembly nominations for the offices of Chair-elect, Treasurer and Secretary, as well as other members of the PRSA Board of Directors and delegates to the Leadership Assembly.

**Roles and Responsibilities of the Treasurer****Terms of Office**

The PRSA Treasurer position is a one-year term.

**Duties of Treasurer**

As provided under Article V, Section 4 (c) of the PRSA Bylaws, the PRSA Treasurer shall perform all duties incident to the office of treasurer, subject to the control of the PRSA Board of Directors, provide assistance as needed with respect to the preparation of PRSA's budget, and perform such other duties as may be assigned to the Treasurer by the Board.

**Qualifications for Treasurer of PRSA**

- Understanding of financial statements and the overall financial picture of PRSA.
- Demonstrated leadership ability within PRSA, the profession and community.
- Demonstrated ability to work with volunteers and staff in a collaborative work style.

**Roles and Responsibilities of the Treasurer**

- Works closely with the PRSA Chief Financial Officer to oversee the financial side of PRSA, including presentation of finances to the Board and membership, as well as a presentation on finances with the CFO for attendees of the Leadership Assembly.
- Serve as Chair of the Finance Committee.
- Serves on the five-member Executive Committee as an officer of PRSA.
- Oversees the Investment Committee.
- Remains informed of the work surrounding the work done by the Audit Committee.
- Attend all meetings of the PRSA Board of Directors, Executive Committee, Leadership Assembly and International Conference.
- May be called upon to attend Chapter and District meetings to give a brief national update or presentation to its Board of Directors and/or to the Chapter or District membership at large.
- Participates in discussions at Leadership Rally regarding Chapter finances.
- Should have a good working knowledge of accounting, forecasting and business management systems, as well as the ability to analyze a financial report.

**Roles and Responsibilities of the Secretary****Terms of Office**

The PRSA Secretary position is a one-year term.

**Duties of Secretary**

As provided under Article V, Section 4 (d) of the PRSA Bylaws, the PRSA Secretary shall act as Secretary of all meetings of the PRSA Board of Directors and of the Leadership Assembly and keep, or cause to be kept, the minutes of all such meetings, perform all duties incident to the office of Secretary, subject to the control of the Board, and perform such other duties as may be assigned to the Secretary by the Board.

**Qualifications for Secretary of PRSA**

- Organizational expertise and orientation to detail.
- Demonstrated leadership ability within PRSA, the profession and community.
- Understanding of the role of policies and procedures, bylaws and Robert's Rules.
- Demonstrated ability to work with volunteers and staff in a collaborative work style.
- Reviews and reports on membership matters, formation and dissolution of Chapters and Sections and proposed amendments to Chapter Bylaws and makes action recommendations to the Board.
- Works with the Chief Executive Officer and Chair to prepare agendas for the meetings of the Executive Committee and Board of Directors.
- Oversees the preparation of minutes of PRSA Board of Directors meetings and conference calls, as well as minutes of the Leadership Assembly.
- Has a good working knowledge of "Robert's Rules of Order, Newly Revised," and plays a key role in keeping Board meetings functioning in an orderly fashion. Maintains a system to keep the flow of communication smooth during Board meetings and assists in maintaining adherence to the agenda.
- Reviews the PRSA Policies and Procedures manual and determines revisions to be made.
- Presents the delegate credentials and meeting rules for the Assembly, and reviews all proposed Bylaw changes and petitions prepared for Assembly submission.
- Determines the number of Leadership Assembly delegates-at-large (representing those members of PRSA who are not members of a Chapter) on the basis of one delegate for each 100 such members of PRSA or fraction thereof, and reports this number to the Chair of the Nominating Committee.
- Chairs the Assembly Minutes Committee, which is composed of the current PRSA Secretary, the PRSA Secretary-elect and a delegate from the host Chapter in the Assembly's location.
- Prepares the minutes of the Assembly and circulates to the Minutes Committee for review and approval. Works with staff to post Assembly minutes to the PRSA website as soon as possible after the meeting. The minutes are the official record of the Assembly.
- May be called upon to attend Chapter and District meetings to give a brief national update or presentation to its Board of Directors and/or to the Chapter or District membership at large.
- Attend all meetings of the PRSA Board of Directors, Executive Committee, Leadership Assembly and International Conference.
- Serves on the five-member Executive Committee as an officer of PRSA.