

PROMOTIONAL PRODUCTS ASSOCIATION INTERNATIONAL

POSITION RESPONSIBILITIES

Position: **Chair of the Board**

Reports to: Board of Directors

Responsibilities & Duties:

1. Serve on and Chair all Board of Directors meetings and conference calls.
2. Serve on and Chair Executive Committee meetings and conference calls.
3. With the President, develop agendas for Board and Executive Committee meetings and conference calls.
4. Serve on the Budget & Finance Committee.
5. Serve on the Nominating Committee (if Chairman is fourth-year Board member).
6. Serve on the Compensation and Benefits Committee.
7. Write monthly Chairman's column for *Promotional Products BUSINESS*.
8. Send progress reports to the Board to provide updates on Association activities.
9. Participate in and assist in conducting new Board Member Orientation at Association Headquarters.
10. Appoint members to standing committees (as vacancies occur), *ad hoc* committees and task forces.
11. Serve as *ex-officio* member to all standing committees.

At PPAI Expo:

1. Speak at annual membership meeting and general sessions.
2. Speak at Directors' Briefing and host Chairman's Reception.
3. Host dinner and program for all Award recipients, Distinguished Service recipients and Hall of Fame inductees.
4. Speak at volunteer leadership luncheon, or breakfast.

5. Speak at Distributors Group and Suppliers Group meetings.
6. Attend other Association receptions, meetings, *etc.* as necessary.

At Spring Board Meeting:

1. Provide staff with recommendations about special events and activities conducted in conjunction with the Spring Board meeting.
2. Host receptions before planned dinners and after dinner at Chairman's option.
3. Identify gifts in directors' rooms (optional, but traditional).

Representation of the Association

1. As a general rule, the president, or his designee (*i.e.*, legal counsel, vice president) shall be the official spokesman for the Association before governmental agencies, industry- and non-industry-related organizations, *etc.*
2. The Chairman of the Board shall also represent the Association, when invited, in this capacity, including interviews with media when appropriate.
3. The Chairman is encouraged to meet with the president and staff directors on at least three occasions at Association headquarters during his/her term.
4. Attend international tradeshow and meetings as appropriate.
5. Speak at regional association meetings on behalf of the Association when invited (usually four, or more times).