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**Roles and responsibilities of the President of the Institute for Small Business and Entrepreneurship (ISBE)**

* In accordance with the bye-laws the President on appointment will serve as President for a period of two years
* The President will work with members of the Board of Trustees, members of the Executive Committee, Institute staff and the wider ISBE membership/community to promote and further the mission and the strategic interests of the Institute, as a non-profit organisation
* The President will preside as ‘Chair’ of the business meetings of the Board of Trustees and Executive Committee
* The President, in collaboration with Institute Staff, will be responsible for setting the agendas for business meetings of the Board of Trustees, for ensuring that sufficient information is provided to enable the Trustees to form appropriate judgments and for ensuring that resolutions passed by the members of the Board of Trustees are carried out.
* The President will guide and influence the business of both the Board of Trustees and the Executive Committee, including the election of Board members, members of the Executive Committee and future leadership issues
* The President, in collaboration with the members of the Executive Board, will oversee the implementation and progress of the Institute’s strategic plan and strategic planning effort
* The President will call special meetings of the Board of Trustees where appropriate
* The President, in collaboration with Institute staff, will arrange the date, time and location of the Annual General Meeting of the Institute’s members in accordance with the by-laws and will develop the agenda for the meeting
* The President will be expected to review and understand the organization's articles of incorporation and by-laws, policies and procedures, financial and legal situation, and strategic plan
* As the ‘Ambassador’ for the Board of Trustees, the President will act as a spokesperson to the wider membership/community and the Institute’s wider public
* The President will speak in public on behalf of the Institute and advocate in support of the Institute’s mission
* The President will set an appropriate standard of behaviour for Board’s conduct and will intervene if conflicts of interest or confidentiality issues arise or where there are issues arising from the behaviour of Board members
* Working with the members of the Board of Trustee and of the Executive Board, the President will be responsible for overseeing the recruitment of new board members
* The President will oversee the performance of Board Members and succession planning, and play a crucial role in new board member orientation
* The President will support the preparation of the Deputy President/President-Elect when, in accordance with the by-laws, she/he has been identified
* The President, in collaboration with the Treasurer of the Institute, will be responsible for overseeing the maintenance of the financial integrity of the Institute
* The President will be responsible for overseeing the implementation, progress and, where appropriate, revisions to the strategic planning and fundraising efforts of the Institute, in collaboration with the members of the Executive Committee, the Board of Trustees and members of the wider ISBE community in line with the Institute’s role as a non-profit organization
* The President, working with staff of the Institute, will (a) work with the Conference Chair(s) in the development and organisation of the Institute’s annual conference and (b) work with the Vice-President for Communities in the organisation of additional events consistent with the progress of the Institute’s strategy to support and encourage the progress of Community of Interests and Special Interest Groups, and, in so doing, raise and maintain the profile of the Institute regionally, nationally and internationally

Competencies

Demonstrated community leadership

Strong profile amongst the ISBE community and key stakeholders

Ability to lead the board in handling difficult issues

Ability to communicate, listen and seek input from others

Confident in delegating

Strong group dynamic skills

Ability to commit the required time and energy to work as the ISBE President