



Pennsylvania Alliance of
Retirement Community Residents

JOB DESCRIPTION

Title: PARCR President

Description: The President is the chief executive officer of PARCR and as such is responsible for general supervision over the activities and operations of the organization and the Board. The president is elected by and serves at the pleasure of the Board. The president is responsible for signing, executing, and acknowledging, in the name of PARCR, contracts and other legal instruments as authorized by the Board or by the by-laws. In general, the president shall perform all duties normally associated with the office of president as well as other duties as assigned from time to time by the Board.

Election and Term of Office: The President shall be elected by the Board for a two-year term and may be reelected based on the then current bylaws.

Specific Responsibilities:

- *Chairs the Board and quarterly membership meetings, ensuring that they are run effectively and efficiently.
- *Signs legal and financial documents as required on behalf of the organization.
- *Serves as spokesperson for PARCR.
- *Communicates regularly with Board, staff, and membership.
- *President can serve as a member of any committee.
- *Helps create the vision and mission for the organization as well as evaluates the organization's ability achieve those goals.
- *Breaks a tie vote on matters that come before the Board for action.
- *Along with the treasurer prepares an annual report to the membership.
- *Performs other duties as necessary and applicable to the office as prescribed by parliamentary laws and bylaws adopted by the organization.

Qualifications:

- *Must be a resident of a CCRC and a member of PARCR
- *Must have basic computer skills using Microsoft Word, Excel, PowerPoint and Zoom
- *Has a basic understanding of Robert's Rules
- *Demonstrates leadership Qualities
- *Must have good communication skills
- *Have the ability and willingness to work as a team player