



Pennsylvania Alliance of Retirement Community Residents

JOB DESCRIPTION

Title: President- PARCR Executive Committee

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 executive committee. The president is elected by and serves at the pleasure of the executive committee. The president is responsible for signing, executing, and acknowledging, in the name of PARCR, contracts and other legal instruments as authorized by the executive committee 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 executive committee.

Election and Term of Office: The President shall be elected by the Executive Committee for a two-year term and may be reelected one time for a maximum total period of service of four years.

Specific Responsibilities:

- *Chairs the executive committee 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 executive committee, 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 executive committee 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 by-laws 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