

SAE International

President Position Description

EXECUTIVE NOMINATING COMMITTEE

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Basic Function

The President serves as the chief elective officer of SAE International, representing the entire membership and the best interests of the organization. The President executes the will of the Society, the Board of Directors, and performs the duties legally or customarily attached to the office under the laws of the Commonwealth of Pennsylvania and such other duties as may be required by the Board of Directors.

Nature and Scope

1. Position Information

The President must be a voting member of SAE and is nominated by the Executive Nominating Committee one (1) year in advance of assuming the office. The President's stature should be consistent with that of the most respected mobility-engineering society in the world. Demonstrated interest in SAE, devotion to its advancement, and availability to serve its interests should be thoroughly considered. The President must be elected by the voting members. The President holds office for one (1) year commencing with the convening of the organizing meeting of the new Board of Directors.

As the chief elective officer of SAE, many of the President's activities will be related to serving as a member of the Board of Directors and other committees as designated in the Board of Directors' *Policy Manual*. The President will also devote considerable time to the following major functions:

- ▶ Preside at up to four (4) face-to-face meetings each year of the Board of Directors and teleconference meetings on an as-needed basis.
- ▶ Serve as the keystone of the Counsel of Presidents, composed of the President, the Immediate Past President and the Presidential Nominee/Elect.
- ▶ Preside and speak at the Annual Congress held in Detroit, Michigan. This activity, including the Board of Directors, board committees, and operating boards meetings, requires a one-week commitment by the President.
- ▶ Shall appoint, subject to the approval of the Board of Directors, individuals to serve on board committees and operating boards.

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- ▶ Meet frequently throughout the administrative year, and during the year before assuming office, with a variety of committees.
- ▶ Make numerous visitations, both in North America and overseas, with SAE Sections, student members, industry leaders, government officials, academics, officers of related societies, and others of importance to SAE.
- ▶ Appear and speak on a number of occasions at SAE meetings and Section meetings.
- ▶ Engage in other highly-desirable activities which are performed as time, availability, and circumstances permit. These include association with members, representatives of government, industry, educational bodies, related societies and associations, and other organizations.

For one (1) year following his/her administration, the President serves as the Immediate Past President and is a voting member of the Board of Directors and frequently receives other special assignments from the President.

The Chief Executive Officer assists the President in implementing policies and programs of the Board of Directors as well as all other matters. The President has no operational responsibility or authority. Thus, the Chief Executive Officer is the focal point with staff for all such contacts and responsibilities. Obviously, the President and the Chief Executive Officer must maintain a close liaison with one another.

2. Performance Requirements

The President must exercise those qualities of stature, personality, talent, and performance that brought about the nomination and election. Thus, the President must have the ability to:

- ▶ Plan, coordinate, motivate, and generally influence the actions of others.
- ▶ Maintain courteous, friendly, and constructive relationships with peers and staff internally and with other leaders and business contacts externally.
- ▶ Prepare addresses and present them in an articulate fashion.
- ▶ Chair meetings of various sizes and types.

For this position, human-relations skills are important in the highest degree. The President must have a high degree of public relations awareness and sensitivity. The image which the President conveys reflects directly on the Society.

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Expected Results

Within the limits of SAE's Articles of Incorporation, the Bylaws and the Board of Directors *Policy Manual*, and in partnership with the Chief Executive Officer, the President is responsible and has commensurate authority to accomplish the duties set forth below:

1. Preside at all Board of Directors, Board Planning Committee and Compensation Committee meetings.
2. Serve as a member of the Board of Directors, Board Planning Committee and Compensation Committee with the right to vote.
3. Provide leadership to the Board in developing and augmenting policy, keeping the strategic planning process moving forward, and auditing its implementation.
4. Call Special Business Meetings as delineated in the Bylaws.
5. Is authorized to make decisions between Board meetings on behalf of the Board when such decisions are a reasonable interpretation of Board policies.
6. With approval from the Board, appoint individuals to serve on board committees, operating boards, and other bodies as needed for operations during the administrative year.
7. Serve as a member, ex-officio, without vote, on all board committees, operating boards, and subdivisions thereof.
8. Present an inaugural address at the Annual Banquet during SAE World Congress.
9. Present an annual report to the membership at the Annual Business Meeting ending the administrative year or at other appropriate times.
10. Speak at international meetings of SAE.
11. Visit and speak to SAE Sections, Groups, Collegiate Chapters, and Affiliates.
12. Through visitations, make as much direct contact as possible with the SAE membership.
13. Is the official spokesperson for the Society.

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14. Serve as an international “Ambassador of Good Will” helping to improve SAE’s image and relationships with its various publics.
15. Serve as a non-speaking guest of honor at functions of other organizations.
16. Appoint individuals to represent SAE at meetings of other societies or at public functions.
17. Sign membership, award, and recognition certificates issued during the administrative year.
18. Keep the Board informed on the condition and operations of the Society.
19. Work with the Chief Executive Officer in planning, formulating, and presenting to the Board of Directors basic policies and programs that will further the purpose and Strategic Plan of the Society.
20. Exercise personal leadership in the motivation of other Officers, Board members, operating board and board committee members, the membership, and staff.
21. Support and defend policies and programs adopted by the Board of Directors.