

DIAA Position Descriptions



President

The president shall preside at all meetings of the Association, shall coordinate the activities of the Association under the general direction of the Executive Board and shall appoint a chairperson of a nominating committee and three members.

Position Overview

The President will oversee the activities of the Executive Board. Nominate Chairs of various committees as defined in the DIAA By-laws and participate in determining activities of the DIAA and achieving its goals.

Responsibilities and Duties

- Oversee the general operations of the association
- Report to the Executive Board and members as necessary
- Call regular Board Meetings
- Lead the Annual Meeting
- Appoint a Chair of the Nominating Committee
- Appoint Chairs of Additional Committees as guided by the DIAA By-laws
- Assist in determining goals and activities of the DIAA
- Assist other Board members, if needed, to fulfill their roles and successfully achieve their activities
- Suggest activities for the DIAA as an organization and willingly assist in achieving them
- Participate in DIAA activities

Qualifications

- Active Member of DIAA
- A sense of art gallery management
- An awareness of the operations of a non-profit organization