



Position Identification

Position Title: President
Type of Position: Elected
Effective Date: upon Annual Summit close (where served as President-Elect)
Term Length: 1 Year

Responsibility of Individual Board Member

- Manage/Lead ongoing Board Meetings
- Advise the Board of items that need to be addressed based on past conferences and Board Meetings
- Lead planning sessions for the annual Summit or other Association events
- Review Summit schedule events, workshop sessions and the technology showcase, as part of the Board review
- Assist in the decision-making process of the overall Summit schedule, layout, vendor placement and venue
- Recruit and identify future CTA Board members
- Identify, review and approve contracts for future CTA summit event locations and related services
- Create and assign special subgroups to achieve specific Association goals

Position Description

The President shall serve as the chief executive of the Association and shall perform duties as prescribed in the By-laws and by the Executive Committee. Candidates for this office must be a senior IT decision maker for their respective department of agency. The President is responsible for the overall coordination of the annual conference, other Association events and leading the Association's business.

Duties and Responsibilities

- Serve as the head of the CTA Executive Committee
- Prepare the agenda and facilitate Board meetings
- Call for motions/votes on issues affecting the Association, as CTA Executive Committee lead
- Facilitate planning sessions for Summit
- Facilitate the decision-making process of the overall Summit schedule, layout, vendor placement and venue
- Act as the lead for CIO outreach prior to each Summit
- Provide ongoing communication to the Practitioner community on the planning and decisions made by the Board through the year
- Create/participate in special subgroups as assigned to achieve specific goals
- Assist with any other duties that enhance the association's mission
- Coordinate with partner organizations

Member Qualifications

Candidates for this office must be a senior IT decision maker for their respective department of agency.