

The NFDA President serves for one year, immediately following one year of service as the President-elect, as the chief elected officer of the association. The President works in partnership with the Chief Executive Officer to achieve the organization's mission.

**Principal Responsibilities of the President**

1. Serves as the chief elected officer of the association.
2. Presides at the following meetings and conferences in person or virtually: Board of Directors, Advocacy Summit, Leadership Conference, Issues Forums, and Convention.
3. Exhibits ethical and professional standards.
4. Serves on the national spokesperson team and committees & task forces as needed.
5. Communicates regularly with the membership via monthly editorials, articles and interviews for The Director magazine; represents NFDA at state and allied association conventions.
6. Executes all lawful orders of the Board of Directors.
7. Ensures regular performance assessments of boards and the Chief Executive Officer.
8. Appoints headquarter operations task force.
9. Identifies and cultivates future leaders.
10. Performs all other duties and exercises the general powers of management that are customarily vested in the office of the President.

**Expectations**

Is well acquainted with the organization's mission and vision; is cognizant of internal and external forces that affect the organization.

Is actively engaged in programs, services and fundraising initiatives.

Understands that real influence derives from productive relationships with leadership and staff.

Elicits and respects contributions of board members, values the organization's needs more than personal rewards.

Prepares for and manages meetings effectively, establishes the tone and tenor of meetings and establishes goals and expectations for boards, committees and task forces.

Serves as a spokesperson for the association and represents NFDA at meetings of affiliated professional groups.

Makes time to check mail, faxes and electronic transmissions on a regular basis and respond to requests for information and feedback in a timely manner.

Exhibits high ethical and professional standards at all times.

### Personal Qualities

1. **Vision:** the capacity to inspire a shared vision; the willingness to place long-term interests above short-term or personal gain.
2. **Objectivity:** the ability to listen carefully and provide a forum for productive dialogue, eliciting contributions on all sides of an issue.
3. **Decisiveness:** the wisdom to know how and when to end debate and make difficult decisions.
4. **Energy and Commitment:** enthusiasm for the job and the ability to inspire others. Must be willing and able to devote the time necessary to carry out all job responsibilities.

### Qualifications

A candidate for an NFDA Board Position must meet all qualifications for the position for which they apply.

Individual members are the only members of NFDA that are entitled to serve on the Board of Directors. All individual members of NFDA must, to the extent required by State law, possess all necessary licenses to engage in the profession of funeral directing and/or embalming. All individual members of NFDA agree, as a condition of membership, to abide by the NFDA Bylaws and Code of Professional Conduct.

A candidate must have possessed all necessary qualifications to engage in the profession of funeral directing and/or embalming for at least five (5) years.

Must be an active member of NFDA, including being active in NFDA for a minimum of five (5) years immediately preceding the candidacy and participating in a minimum of five (5) NFDA events. Events can include in-person events, online events, course work, or participating on a committee, task force, or work group. A minimum of three (3) of these events must be in-person.

Must demonstrate past service in a leadership role, preferably in funeral service, with state or national significance.

### Experience

Service as President-elect the year prior to serving as President.

Demonstrated active support of NFDA's mission, vision, values, programs and services.