Duties and Responsibilities of the President
Iowa Communication Association

The president’s term is a two-year term. The President is selected when elected as President-Elect. The “presidential” sequence is a six-year commitment and includes two years as President-Elect, two years as President, and two years as Immediate Past President.

The president fulfills all of the usual functions of a presiding officer, including:
- Call for agenda items for March and September meetings
- Create agenda for meetings
- Preside over meetings
- Coordinate action and discussion items in between Spring and Fall meetings
- Preside over Pre-Conference Executive Board meeting, General Business meeting, and Post-Conference EB meeting each September of presidential term
- Preside over Spring EB meeting

Additional duties include:
- Plan the annual convention the first year of the presidency
- Submit convention program and meal/hotel information to the Executive Secretary in July in order to get information up on website and out to members
- Aid the president-elect in whatever ways necessary in planning the annual convention the second year of the presidential term
- Find or help find guest speakers, entertainment, and the like
- Seek funding for guest speakers when necessary
- Help to secure convention and hotel rooms
- Go over contracts with hotel/convention center
- Help select menus for meal
- Meet with other officers in late May or early June to complete arrangements for the Fall convention
- Do a walk-through of convention facilities, contract, menu, and rooms in late summer
- Obtain bids for next year’s convention
- Contact publishers’ representatives to set up exhibit tables
- Greet members and guests at convention
- Coordinate website updates, changes, etc., with web editor
- Identify and contact presenters for ICA Citation award winner* for convention awards ceremony (*if appropriate and award is not a surprise)

- Maintain contact with other professional organizations (IHSSA, NCA, CSCA, IAAE, etc.)
- Prepare articles for Fall and Spring Newsletters