

**Florida Biomedical Society**

**President**

**Job Description**

Automatically assumed after one year as President-Elect – voting member of FBS Board

**Purpose:** The purpose of the Florida Biomedical Society’s President is to act as Chief Executive Officer of the society.

**Term of Service:** One Year Term beginning at start of calendar year and concludes on December 31st of that year.

**Reports to:** FBS Membership and Board of Directors

**Qualifications, Knowledge, Skills, Abilities:**

1. Shall be a member of FBS in good standing
2. Provide appropriate appearance and demeanor
3. Excellent organizational skills
4. Demonstrate aptitude for leadership
5. Demonstrate proven marketing and sales skills
6. Demonstrate ability to collaborate with a diverse team
7. Good Microsoft Office or equivalent knowledge
8. Basic management skills

**Duties and Responsibilities:**

1. Preside at all FBS Board of Directors meetings and to establish an agenda for those meetings.
2. Act as Chairman of the FBS Board of Directors.
3. Enforce Adherence to the FBS Bylaws.
4. Perform such duties necessary for the proper functioning of the Florida Biomedical Society and to approve proper disbursements as directed in the FBS Bylaws, forwarding same to FBS Treasurer.
5. Appoint all standing and special committees unless otherwise provided for in the FBS Bylaws or as directed by the Florida Biomedical Society Board of Directors. Appoint with the advice and consent of the FBS Board of Directors the following non-voting FBS Board Positions Vendor Ambassador (Manufacturer Consultant), FBS Historian, FBS Newsletter Editor, FBS Webmaster, FBS Symposium Director and FBS Education Director.
6. To serve as advisor of all committees except a committee created to investigate the Office of FBS President.
7. Perform such duties as may be directed by the FBS Board of Directors or on his/her own discretion when deemed to be in the best interest of the Florida Biomedical Society.
8. Maintain good standing status and attendance required by the Bylaws of FBS

Approved By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_