



INTERNATIONAL CLARINET ASSOCIATION

ICA President

Job Description

Qualifications:

1. Previous service on ICA Board as President Elect

Responsibilities:

1. Set agenda and attend all ICA Board meetings as full voting participant
2. Attend all ICA General meetings at ICA ClarinetFest®
3. Participate in Board discussions (live, internet, and via email) in order to provide information and direction
4. Appoint members of committees in consultation with the Board
5. Oversee site selection for future ClarinetFests®
6. Overall responsibility for annual ClarinetFest®
7. Schedule regular Board meetings (via Zoom)
8. Lead General Business Meeting at ClarinetFest®
9. Publish quarterly President's Message in *The Clarinet* (see deadlines on page 3 of the magazine)
10. Answer mail directed to the President
11. Maintain confidentiality
12. Participate in furthering ICA's objectives
13. Perform other duties as requested by the Board
14. Work with EDO to obtain awards plaques/memento for honorary members, outgoing officers, and others as designated by the Board of Directors
15. Serve as chief executive officer of the corporation
16. Supervise the activities of paid employees of the corporation
17. Serve as ex-officio member of special and standing committees, assisted by the other Board members as assigned, to ensure that all committees have an ex-officio member present
18. Send thank you letters to ClarinetFest® and Low Clarinet Fest Artistic Directors and copy to their immediate supervisors
19. Within the final six months of the term, lead the Board in reviewing all ICA documents to reflect the ICA's current practice. This includes the following documents: Bylaws, Board duties, ICA Competition Coordinators, Pedagogy Coordinator, State Chair and National/Country Chair, ICA Committee Guidelines, etc.
20. Maintain files (Google Drive) to pass on to next President
21. Promptly respond to ICA Board emails within 48 hours