



American Gold Star Mothers, Inc.

Position Description: National President

JOB DESCRIPTION: Shall be the executive head of the organization and shall perform all duties and exercise the powers usually incident to her office. She shall be Chairman of and preside at National Convention and meetings of the National Executive Board (NEB). She must appoint all Standing Committees as directed in the National Constitution and Bylaws and is an ex officio member of all committees, except the Nominations Committee. She shall appoint, subject to ratification by the National Executive Board, a National Finance and Budget Committee to be composed of the National President, National Treasurer, two other members of the National Executive Board and National Recording Secretary, ex officio.

SUMMARY OF ESSENTIAL FUNCTIONS:

- Plans for the installation ceremony at the National Convention. The installing officer shall be a National or Past National Officer in good standing of American Gold Star Mothers, Inc., and shall use the ritual thereof.
- Orients the new board to their duties and obligations
- Plans and presides over all meetings of the National Executive Board
- Appoints all Standing and Special Committees, as needed
- Serves on the Board of Directors of the Gold Star Manor and Gold Star Home in Long Beach, California, and attends all meetings either in person or via conference call and serves as the official AGSM liaison
- Plans and presides over Gold Star Mother Weekend, Veterans Day and Memorial Day events in collaboration with the National Service Officer (NSO)
- Serves as the representative of American Gold Star Mothers, Inc., on the National Veteran's Day Committee and National Memorial Day Committee, coordinated by the Office of Veteran's Affairs
- Is the voice for American Gold Star Mothers, Inc., for all public events and news interviews
- Ensures that the business of the organization is completed as required by law in conjunction with other members of the NEB
- In her absence, appoints a NEB member to represent the organization as needed

- Works with the NSO and Headquarters Chair to maintain the AGSM National Headquarters
- Prepares a message to the membership in each edition of the *Gold Star Mother* publication and contribute as needed to AGSM official social media platforms
- Coordinates volunteer activities for Washington, DC, and surrounding areas in keeping with the mission of AGSM in collaboration with the NSO and VAVS National Chair
- Signs all new charters for Chapters and Departments, along with the National Secretary
- Receives any formal charges under oath referred to the NEB by any Department, pursuant to Article XI, Discipline and Code of Procedure, of the AGSM Constitution and Bylaws and shall refer any matters to the NEB for consideration in accordance with such provisions of the AGSM Constitution and Bylaws

Additional Skills necessary to perform duties include, but are not limited to, the requirement of computer skills for all NEB members.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by this member of the National Executive Board of American Gold Star Mothers, Inc. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of this position. All NEB members may be required to perform duties outside of their normal responsibilities as needed.