

President

1. Preside at the annual meeting and Board meetings of the CARS+ association, promoting the goals and objectives of the organization.
2. Perform the following duties with input and consultation from other members of the Board and/or consultants:
 - a. Prepare consent agenda for Board meetings and distribute in advance, along with a written report.
 - b. Supervise contracted secretarial services, including the evaluation process of all paid consultants.
 - c. Coordinate the hiring and monitoring of consultant services.
 - d. Purchase gifts for the Board of Directors to be presented at the annual convention meeting.
3. Appoint Board members to workgroups or committees and serve as an ex officio member of all workgroups and committees.
4. Evaluate spending and make budget recommendations to the Finance Committee.
5. Following approval of the CARS+ Board of Directors, sign contracts and other instruments connected with business affairs and professional activities of CARS+.

6. Maintain ongoing communication with the Board of Directors, informing them of pertinent information between Board meetings.
7. Communicate with new chapter presidents by letter.
8. Update welcome and renewal letters as needed.
9. Attend legislative meetings and/or communicate with the Legislative Director on an ongoing basis. When this officer lives at a great distance, maintain before and after telephone contact with the Legislative Director and/or CARS+ consultant.
10. Contribute CARS+ Newsletter articles, write a President's Message for each issue, and provide current information as lead articles in coordination with the Past President and the Board of Directors. Submit articles states biennial CARS+ goals after the annual convention.
11. Prepare and deliver speech at the annual convention or submit a guest speaker.
12. Arrange meetings with the California Department of Education, Director of Special Education or representative.
13. Attend or ensure CARS+ representations at the California Department of Special Education conferences.
14. Delegate tasks as possible and necessary.

15. Represent the Association in conjunction with the CARS+ consultants and the President-Elect.
16. Make interim appointments to the Board of Directors in cases of vacated offices.
17. Appoint the Legislative Director, Technology Director, Newsletter Director, and Membership Services Director with approval from the Board.