

PRESIDENT: TERMS OF REFERENCE

As the elected legal representative of the International Sea Turtle Society (ISTS) the President is empowered to act in the name of the Society to promote its Mission and Vision through diverse activities.

The President shall:

- Serve a five year term; the first year as President-Elect and the second year as President. S/he will also serve a three-year post-Presidency term, the first year as Immediate Past-President (as a member of the Executive Committee), and two further years as Past-President. S/he will assume the duties of President-Elect beginning on the 1st of May during the year in which s/he was elected.
- Be responsible for organizing and hosting the Annual Sea Turtle Symposium during their year of office.
- Chair all ISTS Business Meetings, Board of Directors (BoD) meetings, meetings of the Executive Committee and the Symposium.
- Be an ex-officio, non-voting member of all committees.
- Present a budget for the ISTS, including the Symposium they will be hosting, for approval by the BoD.
- Set registration and associated fees for the Symposium and submit to the BoD for approval.
- Establish a timeline leading up to the Symposium, including deadlines for registration, abstract submission, travel grant applications and the slate of nominees from the Nominating Committee.
- Be responsible for raising funds and other support to cover the operational costs of the ISTS, including the Symposium to be held during their term of office, with the potential to contribute to the overall institutional funds of the Society. Supervise fund-raising to meet budget requirements with the annual goal of achieving at least 10% surplus of the budget.
- Secure event liability insurance to address ISTS liability issues during the Symposium. This is to be conducted in consultation with the Treasurer.
- Appoint Committee Chairs and delegate responsibilities to people as needed to cover the needs of the Society. These positions may include, but are not limited to:
 - Chairs of the Nominating and Career Awards Committees.
 - A Symposium Coordinator to help with logistics associated with the Symposium.

- A Registrar to manage pre-Symposium and on-site registration.
- A Program Chair(s) and Program Coordinator, to develop a program for the Symposium for approval by the BoD.
- A Vendor Chair to coordinate vendor activities.
- Negotiate contracts for services associated with the Symposium.
- Coordinate activities associated with the annual Symposium, including regional meetings, workshops and field trips.
- Prepare a “President’s Report” for the BoD and the Society Membership, including a financial report, within three months of the end of the Symposium held during their term of office.
- Coordinate preparation of announcements, letters of invitation, letters of participation and donor “thank you” letters relating to the Symposium.
- Abide by the ISTS Constitution and By-laws, as well as the Terms of Reference.

The President must respect confidential discussions amongst the members of the BoD.

The President should maintain his/her ISTS active member status by paying their annual membership fees for the duration of their term.