Chair

a) The Chair shall be the Chief Executive Officer and concurrently the Presiding Officer of the Association;
b) The Chair shall be the principal Representative and the Official spokesperson for the Association;
c) The Chair shall preside at all meetings of the Association and enforce rules and regulations diligently;
d) The Chair shall oversee and manage the over-all affairs of the Association;
e) The Chair shall be in-charge of the publicity and information dissemination concerning the affairs of the Association;
f) The Chair shall receive proposals for activities to be deliberated upon by the Board;
g) The Chair shall not vote in any issue or proceeding except to break the tie on matters voted upon;
h) The Chair shall be responsible for leading UNKLESA in a manner that supports and guides the organization’s mission as defined by the Board;
i) The Chair shall be responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions;
j) The Chair shall be responsible for the fiscal integrity of UNKLESA, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization;
k) The Chair shall be responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position;
l) The Chair shall be responsible for fundraising and developing other resources necessary to support UNKLESA’s mission;
m) The Chair shall be responsible for strategic planning to ensure that UNKLESA can successfully fulfill its Mission into the future;
n) The Chair shall be responsible for the enhancement of UNKLESA’s image by being active and visible in the UN community and by working closely with other UN agencies;
o) The Chair shall be responsible for effective administration of UNKLESA’s office and all working group program;
p) The Chair shall responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of UNKLESA;
q) The Chair must give a resignation letter 14 days in advance and prepare a handover report before resigning post;
r) The Chair is required to attend all Board meeting; should he/she be unable to attend he/she will need to provide 48 hours’ notice unless in case of an emergency;
s) The Board may remove the Chair by two-thirds (2/3) majority, at any regular or special meeting of the Board, provided that a statement of reason or reasons have been provided in writing.