

## **SIP President Activities**

### **Frequently occurring activities**

Working closely with the president-elect and immediate past president

Working closely with the EC, CoR Rep, and CEMA rep(s). Include CoR rep and CEMA rep(s) on EC list serve and calls

Providing leadership opportunities in the form of a project or projects to the LDI fellow. Include the person on the EC calls and list serve

### **Monthly activities**

Planning agendas (ideally a week ahead) for the EC calls

Working with Secretary to schedule the EC calls

Facilitating monthly calls with EC

### **Seasonal activities**

Signing contract for conference (winter)

Help in planning for conference, including keynote(s) and medicine person (winter, spring)

Representing SIP at CNPAAEMI or making certain another person will do so (biennially, usually at APA in August and in the winter somewhere else)

Reserving SIP time at APA Division 45 Hospitality Suite during convention (varies, usually in the spring or summer)

Preparing an agenda for the members meeting with EC (often at lunch first day of conference) (annually)

At times lead the effort to encourage people to pay their dues or make special contributions at the end of the year (after the conference and at the end of the year are typically good times)

### **Biennial**

Make certain names on web site and bylaws reflect current officers

### **Activities as needed and not necessarily predictable**

Requesting Funds (if available) from Division 45 and OEMA (they must be accompanied by a specific proposal for what the funds will be used for and justified, like for conference speakers travel or LDI travel)

Writing letters of correspondence with other organizations and entities

Developing statements when needed or asking someone to take the lead

Making certain that chairs of committees are sought out if positions are vacant

Sharing correspondence from other organizations and entities with the EC and the general list serve when appropriate

Posting job opportunities when appropriate on general list serve

Handling outside inquiries when appropriate or making certain those inquiries are channeled to the appropriate person or committee

Handling media requests when they come in

Prompting updates to the web site if needed

Working with other national associations of interest to Native American people