

International Association of Auto Theft Investigators



PRESIDENT

A Guide for Incoming IAATI Presidents

January 2022

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You were chosen and accepted. Now it's time to get started

It's an honor to be called to lead by your fellow IAATI members. Your fellow members believe you have the talent and determination to fulfil your responsibilities as our International President. In this guide, you'll find the tools and resources you need to lead.

Read it. Digest it. Apply it. With good leadership, IAATI will be stronger

Responsibilities

As presiding officer of IAATI, the president works closely with the board and committee chairs to establish and follow a strategic plan, set goals for improving the members' experience and increase the impact of the Association in the community.

Qualifications of a Good President

- Empowers and inspires members
- Manages time well
- Builds relationships
- Facilitates meetings / projects / initiatives
- Leads by example
- Respects the status and responsibility of the position of President
- Respects the history of the Association but accept that the Association needs to evolve if it is to continue to grow and survive.
- Acts professionally and with respect for others. How you present and behave tailors people's impressions of our Association.

The following pages outline a range of 'General' as well as 'Specific' duties and tasks the President is expected to undertake before, during and after their term.

General Duties

- Demonstrate vision and encourage others to think outside the square.
- Promote the growth and development of the Association including increased membership.
- Encourage an open and transparent board and promote the submission of new ideas and feedback from both Board/committee members as well as any branch or chapter member.
- Ensure that the Association continues to be relevant to its members and the broader community.
- Assist the Association build a secure financial position.
- Ensure that the Association adheres to its constitution and rules.
- Motivate board and committee members to achieve the goals outlined in our Strategic Plan and our SOPs, along with any other tasks as requested by the Board, Senior Executives/Officials or as agreed by their committee.
- Encourage a culture of continuous review and improvement:
 - Identify those areas that are working well, and:
 - Communicate the achievements/outcomes to the Membership to demonstrate that the Association is continuing to grow and develop.
 - Where appropriate publicly acknowledge and/or reward the efforts of those board/committee members that were the driving force of the success.
 - Identify those areas/issues that are not working as desired and:
 - Consult with the senior members of the Committee responsible for the issue/project as to why progress is not being achieved.
 - Also consider consulting with Vice Presidents/Executive Director and possibly past Presidents or past chairs of the committee.
 - Based on these consultations work with the Committee Chair to see whether they need additional support, or need to review the project work plan, including extending the timeframe, breaking it down to smaller tasks, breaking in other people to assist etc.
 - Encourage Board and committee members to review their own areas of responsibilities and consider what outcomes/results do they wish to achieve; what are the strategies to achieve these outcomes; what resources/skills do they have; what additional resources/skill do they need; can they get these resources/skills; if not are there alternative ways of achieving the outcomes?
- Encourage Board/Committee members to ask for assistance if needed. Members should not be made to feel embarrassed if they need assistance or can't complete a task.

- Lead effective and efficient meetings. This includes:
 - Allowing all board/committee members an opportunity to express their views
 - Considering all points of view and not forcing your view on others
 - Accepting majority decisions even if they are not in line with your personal views/opinion, and ensuring these decisions are acted upon.
- Ensure there is a proper and orderly succession plan for future leaders ensuring a seamless transition.
- Communicate regularly with Board members/ Committees/ and Branch & Chapter President's/Executives and the membership to:
 - keep them informed about the business and activities of the Association,
 - encourage them to provide their ideas/feedback to you,
 - ensure all members feel valued and connected to the organization.
- Engage with the Branches and Chapters and encourage greater communication and use of the International Board.
- Work closely with the Executive Director and your Vice Presidents, and ensure copies of all official correspondence sent or received are given to the Executive Director

Specific Duties

As 1st Vice President:

Prior to the Seminar

- Review current list of committee assignments and appointees and establish a plan for the next year;
- Informally reach out to key players to see if they want to serve again in the same capacity or if they want a change;
- Prepare a rough plan for committee assignments;
- Contact APB Editor and confirm the necessity for a professionally taken portrait photo for the cover of the Nov/Dec issue;
- Familiarize yourself with Roberts Rules of Order (for meetings at the seminar and for conference calls)
- Prepare a speech for the banquet. Typically, the current president's speech is longer as they review the whole year. The incoming president's speech should be shorter with words about

looking forward to the upcoming year and congratulating those elected on this day and who were just sworn in.

- Review and become familiar with IAATI's Constitution and SOP

At the Seminar

- Fulfill duties of the 1st VP as per the SOP & CBL
- Reach out to current President to see if they need you for any other duties during the seminar
- Stay in close contact with the Executive Director who is your best ally regarding your responsibilities.
- Attend all scheduled Executive Board meetings

At the AGM (Thursday Afternoon of the Seminar)

- At the end of the AGM, after the election of the Board, the new president immediately convenes a meeting of the new board
 - Expresses a few brief words of welcome to the new board
 - Asks the new board to appoint the Executive Director (as per our CBL)
 - Congratulates the Executive Director
 - Asks the Executive Director to prepare a copy of the new Board (including appointees) for the swearing-in ceremonies at the banquet.
 - Asks the Executive Director for a list of past presidents in attendance at the seminar
 - Asks the Executive Director for a copy of the swearing-in oath
 - Asks for a motion to adjourn.

At the Banquet (Thursday Evening)

- Go to the podium when called upon as the new president;
- Be sworn in by the current president;
- The first duty as President is to thank the outgoing president for his service and to present him with a life membership card and a plaque;
- Introduce the new Executive Board (call each by name starting with the 1st VP then Directors, Treasurer, Executive Director, Assoc. Directors, etc.);
- Ask the new Executive Board to gather, standing at the foot of the podium, facing the attendees;

- With a written version of the oath of office, administer same to the new Executive Board. (use breaks in the oath – do not administer as one long sentence)
- At the point you may say, “Ladies and Gentlemen, your 20__ / 20__ Executive Board of IAATI;
- NOTE: If you are not sure if a particular person is technically a member of the Board, include rather exclude. The oath of office can certainly be administered to presidential appointees as well;
- When the photos of the Board are done, give your speech as the new president of IAATI;
- If the Past Presidents were not acknowledged by the outgoing President, do so now with a list provided in advance from the Executive Director;
- After the swearing-in is done, leave the podium.

As President:

Closing Ceremonies (Friday a.m.)

- Determine ahead of time with the 2nd VP (former 3rd) if you are expected to officiate the closing ceremonies. If so, no long speech is required. Thank the on-site people and everyone who had a part in this event. Mention a few words about next year’s seminar and then wish everyone a safe trip home. You can end by saying, “This officially brings to a close the __th annual training seminar! Thank you!”

After the Seminar (during the year)

- Send professionally taken photo to APB Editor for the cover the Nov/Dec issue.
- As quickly as possible, complete the committee assignments for the upcoming year. Ideally this should be completed with 3 weeks of the end of the seminar.
- Email committee assignments to the board.
- Send regular emails (1 per month?) to the Executive Board, updating everyone on activities.
- Consider sending out regular communications, possibly via the Member Update MailChimp emails to keep the members informed and engaged.
- Write a personal thank you email/letter to International Seminar co-hosts / speakers / sponsors and exhibitors and encourage them to continue their association with IAATI.

- Draft a welcome letter to be automatically sent out when a new member joins. (The Executive Director and Branch and Chapter Executive Directors/Secretaries to provide the President with details of all new members.)
- Hold conference calls with Executive Board as necessary. (Normally in January, April/May and August).
 - Coordinate with the Executive Director to set the date and time of all board meeting and the reminders for submission of all board reports.
 - Preparing an agenda in consultation with the Executive Director and ensuring sufficient information is available to Board members.
 - Determine that a quorum is present in order to commence a meeting.
 - Dealing with agenda items in order of appearance (re-ordering if necessary).
 - Ensuring all members have the opportunity to speak, addressing the meeting through the Chair.
 - Explore all alternatives and encourage input from all committee members
 - Do not become emotive and/or use emotive or inflammatory language when dealing with issues.
 - Decide on small matters promptly.
 - Preserving order throughout the meeting and keeping discussion and decision making relevant and within time.
 - Suggesting appropriate procedures to deal with any difficulties in getting through agenda items if necessary.
- Maintain good contact and regular communication with VPs and Executive Director.
- Deal with all matters that are brought to your attention during the year.
- Ensure that all members of the Executive Board are fulfilling their duties.
- Prepare a President's message for the website (send to the Executive Director).
- Submit a President's message for the APB (deadline Sept. 15).
- Submit a President's message for the APB (deadline Jan. 15).
- Submit a President's message for the APB (deadline May 15).
- Coordinate with ATT Editor for requirements for the year.
- Maintain contact with 3rd VP regarding upcoming seminar.
- Ensure that the nominating committee has been preparing for the upcoming seminar

- In consultation with the treasurer and working within your travel budget, determine which Training Seminars you plan on attending during the year. Book travel as early as possible, once the seminar dates are locked in, to ensure best prices. Refer to the Travel Policy regarding the need to take out travel insurance and rules about upgrading or extending travel plans.
- For those Branch/Chapter Training Seminars that the President can't attend personally:
 - If there are funds in the travel budget send the 1st VP (or the next in line VP) as their representative.
 - Where funds are not available for anyone to attend, ask a senior member of the Board (who will be attending the seminar) to represent you by reading a letter you, as President, have written to the Host Chapter/Branch and seminar delegates. The letter should express your disappointment at not being able to attend but wishing them all the best for an entertaining and informative seminar and encouraging members to come to the next International Seminar.
- Send a congratulation letter to all members when they reach their 10, 15, 20, 25, 30 35, 40 year membership milestones. (The Executive Director to provide a list of all members reaching these milestones).
- At the beginning of November provide the Executive Director with a list of the Association's achievements during the past year, and upcoming initiatives to include the renewal letters/emails to all Chapter Members. Also provide a copy of the information to Branch Presidents so it can be included in their renewal notices.
- Send out a holiday message to all members worldwide in December.
- As required:
 - Send out letters/emails to lobby governments/industry groups on issues that the board considers important;
 - Liaise with other related organizations.
- Prior to the next seminar undertake a thorough handover process with the incoming president.

The Next Seminar

- Attend and preside over all scheduled Executive Board meetings.
- Coordinate with Executive Director for details of meetings.
- Dress appropriately during the seminar. Business casual is acceptable. Shorts are not.

Registration Desk and during the seminar

- Be on hand to welcome attendees (unless in meetings).

- Liaise and socialize with sponsors/exhibitors and senior officials of the co-hosts during the International and branch/chapter seminars.

Presidents' Reception

- Prepare a few words as necessary (to acknowledge sponsors and welcome attendees).

Opening Ceremonies

- Coordinate with 3rd VP (Emcee) beforehand re: presidential responsibilities.
- Officially "Open" the seminar.
- Provide a "brief" few words.
- Announce and introduce the Nominating Committee.
- Be on hand to give out award plaques as per the Award Committee Chairs.
- Introduce the Past Presidents in attendance.
- Introduce the current Executive Board.

AGM (Thursday p.m.)

- Preside over the meeting (Do not skip over reports—the last such meeting was a year ago. This is a meeting for the membership, not the Board).
- Coordinate with the Executive Director re: agenda of the meeting.
- Call for all reports.
- Call the Nominating Committee report last.
- Ask for a motion to accept the report.
- Ask if there are any nominations from the floor (3 times).
- The Executive Director will oversee the acceptance of this report and will cast one ballot in favor of acceptance.

- Entertain a motion to adjourn when all business is concluded. The incoming President should announce that there will be a brief meeting with the new Board to appoint an Executive Director.

Banquet / Swearing-in Ceremonies

- Coordinate with 3rd VP/Emcee.
- When called upon, take the podium as President.
- Give a prepared speech regarding this past year's activities.
- Introduce your Executive Board and thank them.
- Introduce the Past Presidents and thank them.
- Introduce and welcome to the podium the new President (Perhaps the Emcee with call for the new president).
- Administer Oath of Office to incoming president.
- From this point on, it is the new President's show.

As Past President:

After the Seminar

- Write a brief "thank you" to the board and the membership and submit to APB Editor.
- Prepare to chair the Nominating Committee for the next year and serve as a member of the nomination coming for the following 2 years (i.e. 3 years in total)

Ongoing

- Be willing to offer your advice and assistance to new President's if asked.

Summary of Roberts Rules of Order

- For all meetings, name a parliamentarian
- For all pertinent items, entertain a motion
- After a motion, entertain a second to the motion
- After a second, call for discussion
- If discussion goes on endlessly, someone can “Call for the Question” and the discussion ends immediately. But one cannot call for the question if someone else has the floor.
- Call for the vote: All those in favor say, “Aye”
- All opposed say, “Nay”
- Any abstentions? (in the case of important or controversial votes)
- Say, “Motion carried,” or “Motion denied.”

For more information about Robert’s Rules:

- <https://robertsrules.org/robertsrules.pdf>
- The official Robert’s Rules website has more information: <http://www.robertsrules.com/>
- Another Robert’s Rules source of information is: <http://www.robertsrules.org/>