



Serving as President of the National Science Teaching Association (Roles, Responsibilities, and Expectations)

This document is intended to provide prospective candidates with a general overview of the qualifications, time commitment, responsibilities, and expectations associated with serving as President of NSTA. This leadership opportunity begins with service as President-Elect and includes a three-year progression as President-Elect, President, and Retiring President.

Position Summary

The President is a senior volunteer leadership position and a voting member of the NSTA Board of Directors. The ideal candidate will demonstrate strength in the following areas:

- Visionary Leadership & Representation:** Provides direction and serves as the public face of NSTA.
- Communication & Public Presence:** Engages members, stakeholders, and the public as a strong spokesperson.
- Organizational & Business Acumen:** Ensures sound governance, financial health, and effective management.
- Educational Leadership & Advocacy:** Champions science education and represents NSTA to policymakers and partners.

Overarching Presidential Competencies as Aligned to Duties

Visionary Leadership & Representation	Communication & Public Presence	Organizational & Business Acumen	Educational Leadership & Advocacy
Chair of the Board; Administer Board meetings; Represent NSTA at state/national events; Preside over National Conferences; Provide continuity across leadership cycle.	Work with NSTA staff on communication with members/stakeholders; Represent NSTA in public/media; Preside over Spring and Fall National Conferences; Serve as spokesperson for NSTA and science education	Approve budgets; Chair CEO Evaluation & Compensation Committee; Oversee association enterprises (publishing, conferences, PD); Facilitate Presidential/CEO meetings; Ensure financial sustainability	Champion science teaching across K–12, higher ed, and informal learning; Advocate for the role of science education in preparing global citizens; Represent NSTA to policymakers and partners.

Time Commitment

Each year varies. Based on recent experience, candidates should expect to devote approximately **25–30 hours per month during peak periods**, such as when making committee appointments. This includes required meetings, conference participation, preparation and follow-up work, planning activities, and independent leadership responsibilities outside of scheduled meetings (see page 3 for responsibilities by year).

The workload fluctuates throughout the year, with significantly increased demands during national conferences and in the months immediately preceding the transition to President.

Governance and Leadership Responsibilities

- Serve as a working, voting member of the NSTA Board of Directors
- Support continuity of initiatives across presidential administrations

- Carry out duties as assigned by the President and/or Board of Directors
- Participate in strategic planning and leadership meetings
- Represent NSTA nationally, acting in alignment with its mission, vision, and strategic plan

Meetings and Ongoing Commitments

- Weekly Presidents' Conference Call with the CEO (schedule set by the President)
- Bi-Monthly Board/Council Conference Calls
- Summer and Winter Board Meetings (verbal and written reports required)

Committee and Leadership Appointments (President-Elect year only)

- Appoint committee members for the upcoming presidential term
- Appoint Chairs for committees, advisory boards, and panels
- Consult with Division Directors and NSTA staff liaisons prior to finalizing appointments
- Ensure appointments are made to provide opportunities for all and include a broad range of perspectives

Conferences and Travel Expectations

NSTA Conferences - The President(s) is expected to attend all NSTA national conferences and key events. This may include arriving prior to conference start dates for leadership meetings and remaining through the conclusion of required sessions.

- Attend all general sessions, awards events, and designated leadership activities
- Participate in Presidents' meetings held prior to conferences
- Coordinate personal travel arrangements (expenses reimbursed through travel budget)
- Use NSTA-arranged housing when available

State (CAG) Conferences - The President is invited to attend CAG meetings throughout the year. This is a shared responsibility among the Presidential chain as available. Other members of the leadership team (e.g. District & Division Leaders.) may also be enlisted.

Documentation and Reporting

- Maintain documentation of time spent on NSTA activities
- Provide regular verbal and written reports to the Board
- Contribute content to official NSTA publications as requested

Preparation for Presidency

- Meet regularly with the CEO and presidential leadership team
- Share goals and priorities with the Board, Council, and committees
- Establish meeting schedules for the upcoming presidential year
- Communicate expectations to committee, advisory board, and panel Chairs

What Candidates Should Expect

Serving as President is an opportunity to make a lasting impact on science education through national leadership, advocacy, and governance. This highly visible role allows leaders to help shape the organization's future, influence the profession, and strengthen connections across the field. Candidates who are excited by strategic leadership and service should be prepared to invest consistent time, attention, and engagement throughout the year to fully embrace the opportunity.

Available Funds

NSTA provides financial support for approved travel and leadership-related expenses throughout the presidential term. Additional arrangements, including salary replacement when applicable, are coordinated directly with the CEO.

Year 1 - President-Elect General Responsibilities



YEAR 1

President-Elect
Position
Description

The **President-Elect** shall

- 1. Support the President and Retiring President with NSTA governance.
- 2. Serve as the Chair of the Board when the President and Retiring President are unavailable.
- 3. Appoint committee and workgroup members who will start during their term as President.
- 4. Have such duties as shall from time to time be determined by the President and/or the Board.
- 5. Attend Leadership Council meetings.
- 6. Provide continuity for the programs initiated under previous Presidents.
- 7. Represent NSTA at state and designated events (e.g., National Conference).

Year 2 - President General Responsibilities



YEAR 2

President
Position
Description

GENERAL RESPONSIBILITIES

The **President** shall

- 1. Administer Board and assigned committee meetings.
- 2. Approve budgets for District Leaders.
- 3. Facilitate Presidential and CEO meetings.
- 4. With the assistance of the CEO, provide all Board members with copies of the agenda and all reports pertinent to the business of the Association at least two weeks prior to any scheduled Board meeting.
- 5. Work with the Parliamentarian to understand Parliamentary Procedure.
- 6. Appoint committee and workgroup members as needed who will start during their term as President and check in with committees semi-annually.
- 7. Chair the Committee on the Evaluation and Compensation of the CEO over New Board/Leadership Council Orientation.
- 8. Work with NSTA staff on utilizing various ways to communicate with the members and stakeholders.
- 9. Represent NSTA at state and designated events (e.g., ASE Conference).
- 10. Preside over Spring and Fall National Conferences.

Year 3 – Retiring President General Responsibilities



YEAR 3

Retiring President
Position
Description

GENERAL RESPONSIBILITIES

The **Retiring President** shall

- 1. Work with (support) the President and President-Elect on NSTA governance.
- 2. Function as a working member of the Board of Directors.
- 3. Serve as the Chair of the Board when the President is unavailable.
- 4. Provide continuity for the programs initiated during that individual's administration.
- 5. Serve as Ex Officio member of Leadership Council meetings.
- 6. Have such duties as shall from time to time be determined by the President and/or the Board.
- 7. Represent NSTA at state and designated events (e.g., National Conference).