



President

Position Responsibilities

The Board of Directors, comprised of Officers and Directors, is responsible for the overall operation of the Club; the President is the chief officer, presides over the Board of Directors, and communicates with all officers to ensure that they are meeting their responsibilities. The President should provide overall leadership and direction to the Club organization; establish short- and long-range objectives and goals in conjunction with the Board of Directors. The President also oversees the planning and scheduling of events and is empowered to call meetings as needed.

Oversee Club Administration and be the “Face” of the Club

- Respond timely to club member inquiries and questions; introduce club members to other appropriate club member mentors or Committee Chairs for guidance
- Work to engage Board members and Committee Chairs to ensure responsibilities are being effectively carried out throughout the year
- Assist Membership Chair to ensure Club member dues are paid each year and follow up on roster status with Membership Chair
- Work with the Newsletter Editor to prepare the bi-monthly newsletter including writing a “President’s Message” and any other articles needed; delegate article assignments to other Club members as appropriate; review and approve the newsletter before release to the Club
- Understand and implement all provisions in the Constitution and By-Laws, as well as any additional policies or protocols of the Club and help to ensure the Club abides by them
- Plan, in coordination with the Board of Directors, events and activities; attend club activities, and ensure sufficient Board representation at all activities
- Engage and show presence on various communication platforms; respond to inquiries on behalf of the Club; resolve conflicts that arise among membership
- Seek input, and consult the Vice President at a minimum to explore alternatives before making important decisions; bring major decisions to the Board for a vote

Preside over & Facilitate Meetings

- Prepare and accept input from other Board members for the agenda and provide agenda to all Board members
- Schedule, arrange, and facilitate Board meetings
- Ensure the Vice President is equipped, when needed, to fill in, in the event of the President's absence
- Work with the Board of Directors to organize events and delegate responsibilities to volunteers.

Select Committee Chairs and Oversee Committees

- Work with the Board of Directors to identify, appoint, and work to retain Committee Chairs to run key Committees
- Ensure Committees are communicating with the Board any challenges or obstacles and fulfilling their responsibilities within budget
- Support and work with Committee Chairs on their projects if needed; assist them in identifying resources