

**President  
Executive Board Position  
2017-2018**

**Summary**

The President presides at all meetings of the general membership, Executive Committee, and Board of Directors; serves as an ex-officio member of committees; acts as a signatory for the Club's bank accounts and contracts; and prepares Letters from the President for the Club's website, directory, and monthly Welcome Mat.

**Position Requirements**

- Medium level computer skills
- At least one term on the Board of Directors prior to accepting nomination
- Adequate time to attend Club meetings and events and manage the responsibilities of the position

**Responsibilities**

Preside at all meetings of the general membership, the Board of Directors, and the Executive Board.

Serve as ex-officio member of all committees except the Nominating Committee.

Appoint the Parliamentarian.

Re-file for the Club's tax-exempt status with the State of Texas.

Assist with developing a proposed budget for the fiscal year.

Meet with the ANC bank representative to become an authorized signatory for ANC banking transactions, and make arrangements for the Treasurer and any other designated members to also become signatories.

Schedule all board meetings for the year.

Work with the Meeting and Program Directors to ensure the success of monthly general membership meetings.

Write a Welcome Letter for the home page of the ANC website.

Write a monthly Letter from the President for the Welcome Mat.

Write a monthly update in the Welcome Mat with information about the next month's board meeting.

Confirm that the Secretary and Treasurer are maintaining copies of minutes from all board meetings and general membership meetings where official business is conducted.

Keep a notebook that includes:

- Copies of year-to-date minutes from all meetings at which official club business is conducted
- All year-to-date Treasurer's reports
- Current job descriptions for all board positions
- Club Bylaws and Standing Rules
- Copies of any active contracts
- Insurance policies
- Important correspondence
- Year-to-date summary of all substantive motions

Appoint a Nominating Committee in January.

Appoint an Audit Committee to review the Club's financials by the end of fiscal year.

Attend Welcome events and as many other membership events, interest group activities, and socials as possible.

Be accessible to ANC members and board members.

Arrange a social event for board members and their guests [either a Get Acquainted party at the beginning of the year or a Thank You party at the end].

Plan a Joint Board Turnover Luncheon for all incoming and outgoing board members.

Review the Club's long-range plan, both short- and long-term. Coordinate with the Member-at-Large to address any new or ongoing issues that may require additional research, discussion, or revision.

### **Reminders**

All expenses must be submitted and reimbursed by treasurer before the end of ANC's fiscal year.

Board members are expected to attend monthly board meetings, usually on the first Wednesday morning of the month.

Board members are expected to provide training for their positions when the incoming board takes office.