

## **PRESIDENT**

### **Executive Board Position**

#### **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 online 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.

Work with the VP Membership in June to collect a Board Contact Info list of incoming Board Members with name, ANC position, address, phone and email addresses to provide to all Board members.

Assist the Treasurer with developing a proposed budget for the fiscal year before August so budget can be voted on by Board at August Board meeting & published on the online Welcome Mat in September.

Change names with the Club's bank on all accounts with the President and Treasurer as signers to the accounts after June Turnover Luncheon.

Schedule all board meetings for the year.

Write a Welcome Letter for the home page of the ANC website after the June Transition Meeting.

Write the President's monthly letter and post it on the online Welcome Mat.

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

Maintain records in the President's Book on any Individuals membership revocation or discipline.

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
- Current Club Bylaws and Standing Rules
- Copies of any active contracts
- Insurance policies
- Important correspondence
- Month to month recap of the year's responsibilities
- Notes on Membership revocation and/or discipline

Appoint a Nominating Committee in November so they can start looking for candidates in January.

Appoint an Audit Committee in June to review the Club's financials after the end of the fiscal year in June. Attend the Audit Committee meeting.

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 [either a Get Acquainted party at the beginning of the term or Board Appreciation party at the end of the term].

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

**Reminders:**

All Board members:

- Must submit all expenses for reimbursement by the Treasurer before the end of ANC's fiscal year.
- Are expected to attend board meetings, usually on the first Wednesday morning of the month.
- Are expected to provide training for their positions when the incoming board takes office.
- Should respond ASAP to all inquiries from other members, potential members and Board members.
- Should periodically post information on the Club website and weekly newsletter pertinent to the position.