

# PRESIDENT

## Job Summary

From the Bylaws: ***“The President, or in his absence, another officer shall preside at all meetings of the Club and conduct the same according to rules adopted. Robert’s Rules of Order shall generally be used as a guide to conduct of meetings. He shall enforce the due observance of the Articles of Incorporation and these Bylaws, decide all questions of order, sign all official documents adopted by the Club, and perform all other duties customary to the office. Either the President or Vice President must be a permanent resident of the area.”***

## Primary Duties and Responsibilities

1. Represent the club to all outside entities that may interact with the club.
2. Review and approve agendas for board and general membership meetings.
3. Using Robert’s Rules of Order, Chair the board of directors and general membership meetings.
4. In coordination with the Treasurer and other club members, propose an annual operating budget in June of each year for review and approval by the board of directors in July and August of each year.
5. Present the budget to the club membership for approval at the September club meeting.
6. Develop, review, and approve policy and procedures for club operations with advice and concurrence from the board of directors.
7. Ensure that a nomination committee chairperson is named in October of each year to develop a slate of new officers and directors for election at the club’s Annual Meeting in December in accordance with the Bylaws.

## Estimated time at task.

Daily	< 1 hour
Weekly	< 3 hours
Monthly	2 to 3 hours to prepare for monthly club board of director and general membership meetings.
	1 hour to review and approve meeting minutes prepared by Secretary.

## Preferred qualifications if any

None

## Required Skill Level if any

Prior supervisory or management experience would be helpful.

## Working Conditions

Indoor, office environment