

Jardineros de Placitas

Job Description - PRESIDENT

BYLAWS REFERENCES:

Article VI

Sec. 1: The officers of the Club shall be a President, a Vice-President, a Recording Secretary, a Corresponding Secretary, and a Treasurer.

Sec. 2: The officers shall be elected . . . for a term of one year. . . .

Article VII

Sec. 1: The officers, the immediate Past-President, and the chairs of standing committees shall constitute the Board of Directors.

Sec. 2: The Board of Directors shall supervise the affairs of the Club between its regular meetings and shall implement such policies and actions as directed by the membership. It shall make recommendations to the membership, and perform such other duties as specified in the Bylaws of the Club.

Sec. 4: Meetings of the Board of Directors may be called at the discretion of the President or upon written request to the President by three members of the Board.

Sec. 7: The President may invite nonmembers to attend scheduled board meetings.

Article VIII

Sec. 1: The officers shall perform those duties prescribed by these bylaws, duties usually performed by persons in such offices, and such other duties as the Board shall direct.

Sec. 2: The President shall preside at meetings of the Club; shall be a member ex-officio of all committees except the Nominating Committee; shall notify board members of the board meetings well in advance of the scheduled date; and shall plan the agenda of regular meetings and verify that minutes of the previous meeting are prepared. The President shall appoint committee chairs except for the Nominating Committee, and the chairs for special events and projects approved by the Club.

Sec. 5: The Treasurer . . . shall maintain an accurate ledger subject to review by the President or authorized member(s) of the Board of Directors. . . . In the absence of the Treasurer, the President is authorized to sign checks of the Club.

Article X

Sec. 1: The President shall appoint an ad hoc Auditing committee consisting of two members to audit the Club's accounts and financial position at the close of each December and to report to the Club membership at the subsequent annual meeting.

Sec. 2: A July 4th Parade Committee may be activated by the President if there is sufficient interest by the membership.

Sec. 3: The President may, upon approval by majority vote of board members, appoint ad hoc committees to perform such special duties as may be required.

STANDING POLICY REFERENCES: None

GENERAL DUTIES:

A. Make sure the Club runs smoothly.

B. Prepare for Club meetings.

- A week before each meeting send an email to the officers, standing and ad-hoc committee chairs, and interest group chairs to let you know if they need time on the agenda
- In cooperation with the Recording Secretary, plan agenda
- Verify minutes of previous meeting are available for presentation at the meeting
- Confirm program, person to introduce program presenter, and name of presenter with Program Chair (Vice-President)

C. Preside at Club meetings. If unable to attend, advise Vice-President.

D. Prepare for board meetings.

- In cooperation with the Recording Secretary, plan agenda
- Notify board members of time and place
- Have notice posted on website
- Have a board meeting before the October Club meeting to finalize the draft budget for the upcoming year. Also at this time work on selection of Outstanding Service Award recipient

E. Preside at board meetings.

F. Appoint committee chairs (except Nominating) after the October meeting prior to your term, as some have duties that must be performed before the New Year starts. Appoint ad-hoc committee chairs. Make sure interest groups have chairs.

G. Serve as an ex-officio member of all committees except Nominating.

COMMENTS AND SUGGESTIONS from predecessors:

Delegate, delegate, delegate!

At the meeting ask if there are additional reports. Encourage anyone who wishes to make an announcement at the meeting to run it by you first and to get their input to the designated coordinator.

Ask Parliamentarian (Bylaws Chair) for assistance as needed, including during meetings if needed.

Two or three board meetings a year should be sufficient. Board meetings are always open to the general membership. Ask for items to be put in writing if a member wants to present something at the board meeting or if he/she wants to come and present it himself/herself. It works to go around the room and have each person give their report rather than make an "agenda" of the officers and chairs.

Try to attend at least one meeting of every committee (except Nominating) and interest group.

Updated September 2013