

PRESIDENT

THE PRESIDENT SHALL PRESIDE AT ALL MEETINGS OF THE CLUB AND BOARD. SHE SHALL BE AN EX-OFFICIO MEMBER OF ALL COMMITTEES, EXCEPT THE NOMINATING COMMITTEE.

PROCEDURES:

1. Preside at all meetings of the club and board. Provide each board member an agenda via email or printed copy prior to the meeting. Provide a copy of the agenda to the parliamentarian and recording secretary for every general club meeting. As president it is your duty to keep order, expedite the business of the membership and see that rules are enforced. It is necessary to know the fundamental rules of parliamentary procedure, our constitution, by-laws and club policy and procedures.
2. The president will call a meeting of the current board annually at the beginning of each year to review policy and procedures with no other business to take place.
3. Be an ex-officio member of all committees except the nominating committee. The president should attend committee meetings whenever possible. She should especially attend meetings of the garden walk, finance, honors' luncheon and program committees.
4. Decide on a theme for the year and assist the 1st vice president with the yearbook.
5. Secure a chairman for all of the committees. Chairman should be called for their consent. Have the 1st vice president put out sign-up sheets for committee membership in July. At the same meeting have the 2nd vice president put out sign-up sheets for hostess committee duties.
6. Work on the budget with the finance committee and treasurer. Ask each of the committee chairmen for input as to the amount of money their committee will need in the following year. The budget for the following year must be presented by the finance committee by the last meeting of the current year. Be sure that the financial books are reviewed at the end of every year by two members of the club. Sign all necessary bank cards.
7. Attend the state convention in the spring. The president and 1st vice president are each given \$150 toward registration, room and board. Any additional money spent during the convention is the responsibility of the officer.
8. Attend the district meetings held in the spring and fall of the year. The officer is responsible for any costs incurred.

PRESIDENT Cont'd . . .

9. Whenever possible, attend events, projects and activities sponsored by the club.
10. Be willing to work with the media. The president is the official spokesperson for the club.
11. Check with the 1st vice president to be sure that the program speakers are aware of the club meeting location, date and time.
12. Work with the chairman of the newsletter to see that it is prepared and distributed to all members every month from April - November.
13. Stay in contact with the district director and relay any pertinent information received from the state and district to the membership.
14. Complete and submit any necessary reports to the district director, state president or other requesting parties. (e.g. President's Report, Club of Distinction Report, Membership and Dues Report). Keep copies for the president's file.
15. Request and receive end-of-year reports from all committee chairmen. Distribute a copy to the next year's committee chair.
16. Establish an installation committee and remind the nominating committee to begin their duties as defined in Article II of the Constitution.
17. Work with the 2nd vice president to be sure that awards have been applied for.
18. (Optional) Plan a get together with the board for a luncheon, tea, etc. (This can be at the regular board meeting normally held in July).