

Executive Board Descriptions

President

Eligibility for the office of President will be limited to those members who have served on the Executive Board not less than two consecutive years, unless there is a special circumstance then a vote will be taken by the Executive Board and Membership.

The President shall preside over monthly General Meetings, Board Meetings, and the Executive Board Meetings. She shall have general supervision of all business.

- In the event you can not attend one of the meetings contact the First VP/Dean of Chairs to fill in for you. Make sure she has all the information she needs to conduct these meetings.
- Prepare and follow an agenda with the help of your Executive Board Members
- Keep officers and members informed of their duties, be a coach, not a player
- Work closely with the First VP/Dean of Chairs for you will be mentoring her to be President when your term is over. She also needs to be aware of all business. CC her on all correspondence.

The President shall be an ex-officio member of all committees and sections. She shall write a report at the end of each year and keep a copy on file.

The President along with the Treasurer are to approve any check in the amount \$1,000 or above and keep a record of such approvals.

The President shall work closely with the Treasurer and other Executive Board Members to establish a budget for the year. They are all part of the Budget Committee. The budget needs to be prepared and a vote taken before the Leadership Orientation in June. The budget will then be presented at the first General Meeting of the club year.

The President shall promote a Project of the Year to support. She has the option to continue her Project for the second year of her term, or choose a new Project of the Year to support.

The President shall encourage club members to participate in Federation Council Meetings, district functions, share Federation literature with club members, forward the Call, and Orange Peel.

The President may call upon the Executive Board of Directors for emergency votes via email, when needed. The Parliamentarian shall preside over these online votes and keep a record including discussion. Any such votes shall also be included in the Board Meeting minutes.

The President shall:

- Always keep the lines of communication open.
- Recognize the needs of the clubs members; tend to their questions with sincerity.
- Find an answer to questions; do not give a false or incomplete answer.
- Be familiar with Club Bylaws, and all Chair and Executive Board positions and duties.
- Get help from the Executive Board Members, Past Presidents, and Orange District Leaders when needing guidance.

The President shall help fill any Executive Board positions starting in January. The nominations shall be presented at the March Board Meeting and the election of any Executive Board positions shall be held at the March General Meeting.

- Discuss choices for filling any Executive Board positions with the 1st VP/Dean of Chairs for they may be succeed to be a part of her Executive Board when she is President.

The President shall receive an annual courtesy allowance of \$200 dispersed at the rate of ¼ at the end of each quarter of the club year. The President can request a change of how the courtesy allowance is dispersed by presenting the request to the Executive Board.