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## PRESIDENT OR PRESIDING OFFICER JOB DESCRIPTION

- 1) To decide all questions of order.
- 2) To remain fair and impartial
- 3) To vote only in the case of a tie or when the chair's vote will change the result (i.e. a 2/3 Board majority is required and, without the President participating, there would not be enough people to vote).
- 4) On routine matters, to put up the question without waiting for a formal motion.
- 5) On routine matters, to approve reports and motions without waiting for a vote. If however, anyone objects, a vote will be taken.
- 6) To keep board meetings short and on-track with the agenda.
- 7) To preside over board meetings and general meetings, or appoint someone to do same.
- 8) To provide an agenda for both board meetings and general meetings. It may be beneficial to FAX or somehow provide a copy of the board meeting agenda to the secretary, prior to the meeting - this should be discussed with the secretary to determine what is the best for him/her and who will initiate the action.
- 9) To help remove roadblocks that may hinder other members from doing their jobs. The job does not include doing other peoples work, although there is nothing wrong in pitching in when circumstances allow.
- 10) In extreme circumstances, to make executive decisions without formal board approval (as may be necessary to benefit the club), but only after discussion with an adequate number of board members.
- 11) To appoint committee chairpersons with the approval of the elected officers.
- 12) To be the official head and public spokesperson for the club.
- 13) To be responsible for the overall operation of the club and of the committees.
- 14) To co-sign checks and be held responsible for all checks authorized.

### Miscellaneous Responsibilities / Things Done Monthly

- Mail out guest letters and provide a mail list/labels to the editors (at the board meeting, or sooner if the Editors request it because of special mailing dates) so that the guests may receive Skiwiports. You will receive the General Membership meeting guest list from the Membership Committee either the evening of the General meeting, via FAX, or through the mail within a week after the General meeting.
- Author a monthly "President's" article for the Skiwiport. The article can talk about upcoming or past events, but should focus primarily on bolstering club spirit, membership, or life in general at the club (usually, the editors have been detailing upcoming events, but you may want to coordinate with them to determine what they will be doing). It could also talk about supporting various club and ski council activities and volunteering to help run them. In general, it is appropriate to include two or three articles throughout the year which talk about routine things, i.e. the one years free membership, increasing membership, why it's good to increase membership, etc.
- It's a good idea during the first two or three months, to contact the committee chairpeople on a routine basis (every two or three weeks) to solicit suggestions, listen to problems, etc. and to let them know that your are there if they need you. Often times, just talking things through with them will result in their getting new ideas on how to accomplish a potentially difficult task. If, for some reason, anybody else's work isn't get done on time, and it has to be done, then the President may have to pitch in and participate to assure that is does get done. If this has occurred, it's just as much the committee's fault as it is the President's fault for not making sure that everything was according to schedule - this is usually the result of a lack of routine communication between all individuals involved.
- When receiving phone calls or letters from potential new members, get their name, address and phone number. Pass the information along to the Membership Committee so that applications, newsletters, pamphlets, etc. can be mailed to the new person. DO NOT give them Membership's phone number and expect them to call Membership - board members should do the leg work for the guests and not make the guest go the extra mile to find out about the club. The guest has done the hard part, taking the time and effort to contact us, we are obligated to do as much as possible for them to make them feel comfortable and to not lose them as potential new members.

Change Over Meeting - These items should be taken care of at the Change Over Board Meeting:

Have Name Tags made for new board members - the tags must be available for the board members by the next General meeting. Obviously, board members who already have name tags won't need new ones unless their old one is worn. The shingles that hang beneath the tags should be obtained from the previous year's committee members. New shingles must be ordered for new positions, or when extra people are added to a committee. It's ideal if the tags/shingles are available to be handed out at the next Board meeting. Shingles should be exchanged between old and new board members at the Change Over Board Meeting. New Presidents will need a new gavel and an engraved band for the gavel. Continuing Presidents need a new band engraved each new year. An example would be to have the presidents name and the total years in office, i.e. "Joe Brown, Skiwi Ski Club President, 1996-1997". Quality Metal Images usually does our name and gavel badge engraving, and supplies the new gavel. Their phone number is (810) 589-0505 and Fax is (810) 589-0903. They will accept a Faxed order and will require payment when the order is delivered.

Solicit names / phone / FAX numbers from the new board and distribute the completed list at the first board meeting. This is especially important to assure adequate communication between all board members.

If deemed appropriate, solicit a motion to approve a free 1 year membership for the members of the previous board. Typically, those board members who were not involved with the club for the whole year can receive partial membership credit, dependent on the circumstances and the length of time that they were members of the board. This decision is usually left to the President, Membership, and the other members of the committee to which this person belongs.

Distribute copies of Robert's Rules of Order, updated job descriptions, Skiwi Constitution and By-Laws, and any other pertinent material. It is appropriate to detail how the President expects to operate and what is expected of each committee and their members.