

PRESIDENT
VOLUNTEER JOB DESCRIPTION

General Responsibilities

The President is the chief governing and managing officer of the Club and, as such, is ultimately responsible for the performance and condition of the organization and its personnel, finances and other assets, and activities.

Skills & Experience

- Leadership skills with team attitude.
- Able to recruit and tactfully communicate with people.
- Able to organize and ensure the accomplishment of tasks and other details.
- Able to read and understand Recreation Center rules, regulations, and procedures.
- Familiar with Club bylaws, policies, and procedures.
- Familiar with Roberts Rules of Order and able to chair meetings.
- Eligible for bonding (if deemed necessary by board).

Accountability

Elected by and reports to General Membership of the Westernaires Chorus (Club) for 12 months effective January 1.

Limitations

- Authorized to act within policies approved by Board of Directors and avoids interpreting such for self-interest.
- Unauthorized to incur corporate financial obligations without prior approval of the Board of Directors.

Guides

The President shall:

1. Act as chief spokesperson and primary contact for the Club.
2. Design the agenda for and preside at quarterly meetings of the general membership and at monthly meetings of the Executive Board (i.e. officers, committee chairs, and section leaders).
3. Design, supervise, monitor, and ensure the accomplishment of an annual program of work.
 - Works with treasurer to develop and ensure approval of a supporting budget.
 - Appoint those chairs necessary to accomplish the annual program. Typical chairs are communications, costumes, librarian, membership, publicity, and special events (chairs may form committees if deemed necessary).
 - Appoint a Safety Monitor to monitor and report safety hazards in rehearsal and performance spaces.
 - Appoint an ad hoc task force of members who are not directors to annually review Club finances.
4. Retain a master list of all Club members provided by the Membership Chair. Work with the Membership Chair to record, track, and report Club member roster (CR-4 form).
5. Maintain a set of keys to cabinets and facilities utilized by the Club.
6. Serve as an ex-officio member of all Club committees and task forces.
7. Complete and submit annually or within 14 days of taking office the CR-5 (New Club Officers) form to the Recreation Activities Manager with names and contact information for elected board members.
8. Prepare yearly calendar and schedule of activities for reporting to the Recreation Center Scheduling department (CR-6 and CR-14 forms) and the Club membership.
9. Transfer an updated job description to his or her successor.