

## **Duties and Responsibilities of the President**

The president is responsible for facilitating the effective action of the board in governing and supporting the organization.

- 1) The president sets the agenda for board meetings (in partnership with the board) and leads board meetings.
- 2) The President acts as a “sounding board” for club business and brings this to the board.
- 3) The President shares the fiduciary responsibility with the Treasurer.
- 4) The president appoints the chairs of all standing and ad hoc committees of the board.
- 5) The President leads the regular monthly Club Meetings and, in his absence, appoints the Vice President whenever possible or another board member to carry out his duties.
- 6) The President writes a monthly article titled “Leader Line” for the Club Newsletter.

### **Procedures (How to do the job)**

#### **Board Meeting Agenda**

1. Re-familiarize with last month’s board meeting
2. Establish all items not completed as “Old Business”
3. Communicate with board members regarding new items per member or committee for “New Business” items
4. Write and e mail a preliminary copy of the agenda to all members and committee chairmen
5. Adjust the agenda per requests from the chairmen and board members
6. E mail a final copy of the agenda for familiarization prior to the board meeting
7. Lead the discussion on items on the agenda
8. Request motions and seconds on items that require voting by the board members
9. Establish items not completed as “Old Business” items for next month’s meeting

#### **Other duties:**

As needed, the President will solicit input from the board suggestions for vacant positions on the board and committee appointees for existing or new positions or committee assignments.

Prepare notes for the next month’s club meeting. Include information not to be covered by committee chairmen, special recognitions, announcements, etc. to be conveyed to the membership during the monthly meetings.

Open the monthly club meetings

Moderate the meetings to ensure they move along at a necessary pace to complete the meeting in a reasonable time frame.

Be prepared to answer questions regarding board action from the previous board meetings

#### **Appointments:**

The President shall designate the Past President when possible, or another board member to conduct the monthly club meeting or board meeting in the President’s absence.

The President shall appoint the Immediate Past President and two additional Past Presidents to serve as the nominating committee for future board positions, per the club by-laws.

**The Leader Line:**

The President will write a monthly installment in the club newsletter titled "Leader Line." The content is solely of the President's choice and may include important announcements, requests from the membership, short anecdotes pertaining to fly fishing or the club in general, or items the President may use as motivational content. The President is responsible for getting the column content completed and e mailed to the newsletter editor in a timely manner.