

FAN JOB DESCRIPTION

President

Responsible for leadership and operation of FAN. Understands and adheres to club bylaws. Provides overall direction for the club. Ensures club business is conducted efficiently and effectively with transparency.

- Conducts the business portion of club's general meetings
 - Prepares agendas
 - Solicits input from board members for reports and announcements to be presented to general membership

- Presides over all club board meetings
 - Solicits agenda items from board members
 - Prepares agenda and distributes to board members along with pre-read materials
 - Secures venue for meeting
 - Plans and hosts Transition Lunch held in lieu of May board meeting

- Oversees the work of the board
 - Ensures board members have access to systems and resources needed to fulfill their duties
 - Org Publisher and Quicken (or other appropriate) software for the Newsletter Editor and Treasurer, if needed
 - Facilitates updating administrative access to systems; e.g. web site and Facebook

- Serves as an honorary member of all committees except for the Nominating Committee
 - Shall have no vote in the Nominating Committee except in the case of a tie

- Serves as a member of the Budget and Finance Committee

- Appoints members to the Extended Board after election and selects chairpersons of special committees
 - Requests approval of the Executive Board

- Appoints the Nominating Committee for election of Executive Board positions
 - Requests approval of the Executive Board

- Addresses any unusual issues that arise, consults with Advisor as needed, and makes decisions on resolution

- Reviews all contracts prior to approval; approves or delegates approval as needed

FAN JOB DESCRIPTION

President (cont.)

- Brings Memory Book to General Meetings for the coming year for viewing by members and prospective members

Timeline / Significant Milestones

May

- Fills positions on Extended Board as needed
- Plans and hosts Transition Lunch (aka Old Board/New Board Lunch)
- Makes Check presentation to charity at Spring Luncheon

June

- Requests Executive Board approval of Extended Board appointments
- Monitors membership renewals status for June 30 deadline to pay to be listed in the directory
- Checks in with Directory Chairperson for status, i.e., ad sales
- Works with Chair of Finance Committee to develop budget for the year

September

- Supports Treasurer in presenting annual budget to general membership for approval

January

- Selects Nominating Committee Members