

Newcomers Welcome Club of Lake Oswego
Position Description (Rev Jan 2022)

Title: PRESIDENT

Elected Officer, Voting Board Member

Term: 1 Year Annual Budget:

PREREQUISITES:

DUTIES:

- **Coordinate with the Treasurer** in June or July any changes of signatures on the bank account.
- **Review of all Board Job Descriptions** to know and understand the duties required of each board member to help manage monthly plans.
- **Preside at all meetings to include:** monthly board meetings, luncheons, meet & greets and first half of the June board meeting. Welcome members at luncheons and make any announcements, such as upcoming events. Coordinate with Programs Chair on introduction of guest speaker at the luncheon.
- **Construct monthly board meeting agenda:** Send out proposed agenda after requesting agenda items from the board members. Send out the agenda 2-3 days before the meeting. If unable to attend the meeting email your agenda to the VP or whoever will be conducting the meeting.
- **Review Board Meeting Minutes** as prepared by the Recording Secretary. Make any corrections before the minutes go out to the board.
- **Maintain, revise and review** other club forms as necessary.
- **Approve all E-blast requests** received from membership prior to distribution by the Eblast Coordinator.
- **Write President's Editorial** and submit to the Newsletter Editor by the deadline after the board meeting.
- **By-laws:** Should be reviewed every 5 years or sooner if needed. Revised by-laws are to be presented to the membership in the newsletter and voted on at the May luncheon.
- **Encourage and support all Board Members** and maintain an open line of communication with each member.
- **Appoint appropriate committees in a timely fashion.** These include:
 - **Nominating Committee:** Appointed in February with the VP serving as chair, the Secretary, Activities Chair and two other volunteers.
 - **Standing Rules Committee** when needed.
 - **Financial Audit/Budget Committee:** Appointed in March to consist of the Treasurer as chair and two other board members
- **Facilitate the philosophy and purpose** of the Newcomers Club-namely friendliness, helpfulness and charity.

- **Coordinate the joint board meeting** (to be attended by the outgoing and incoming boards) with the Vice President and Hospitality Chairs in June. Preside over the first half and then turn the meeting over to the incoming President. Once the formal meeting is completed, review the duties of your position with the incoming President and pass all Presidential position materials onto the next President.
- **Maintain Historical Records** as there is no longer a Historian position and pass them on to the incoming President
- **Install New Officers (June luncheon).** Purchase a small token of appreciation to each outgoing officer as a thank you. At the end of the term, complete a Position Report. The report goes to the President.
- **Review all Position Reports** received from each board member and insert copies in the Job Description Binder. Review the reports to see what good happened and what can be improved upon. Discuss this at the August Board Meeting.
- **Complete a "Position Report" at the end of your term.** Make two copies of completed form and distribute both to the President-Elect. One copy for the Job Description Binder and one for your successor to be put into the President position notebook for future reference.