

**PRESIDENT
Job Description
2015-2016**

Ensures all aspects of the HSC are addressed and Chairpersons are knowledgeable of their duties. Interfaces with Honorary Presidents and Advisors. Presides over all Board Meetings. Member of Executive Board and attends all meetings and functions. Reviews and understands the HSC Constitution, By-Laws and Operating Policies.

1. President is the official spokesperson of the HSC.
2. Welcomes new Honorary Advisors and Honorary Presidents with a personal visit, small gift and an HSC Notebook.
3. Informs Honorary President(s) of all pertinent HSC matters, committee meetings and votes pertaining to the Board.
4. Attends all regular and special meetings of the HSC Board and Executive Board and at any other meetings where a Chairperson has not been appointed.
5. Submits a monthly written report via e-mail to the Secretary by 12:00 noon, Friday before the Board Meeting. If report is not submitted, please bring copies to the meeting for all Board Members.
6. Prepares the Agenda for Board Meetings.
7. Carries out the responsibilities and duties of the office as stated in the HSC By-Laws and Constitution, Operating Policies as well as in this Job Description and Calendar.
8. Shall appoint a Parliamentarian, Member-at-Large, and with Executive Board approval, Chairpersons of all Standing Committees and Special Committees when necessary to conduct the business of the HSC.
9. Directly oversees the elected officers and Parliamentarian.
10. Delegates additional duties to the First and Second Vice Presidents as necessary.
11. President is an ex-officio member of all committees except the Nominating Committee.
12. At all meetings, President is non-voting; however, the President has a vote in case of a tie (follow Robert's Rules of Order).
13. President can convene special meetings of the Executive Board as deemed necessary.
14. Provides a presidential column for each issue of the Sound newsletter and a column for the website.
15. Shall be bonded.
16. May sign checks in the absence of the Administrative Treasurer, Charitable and Scholarship Treasurer and the Thrift Shop Bookkeeper.

17. Spends budgeted amount of money, providing such expenditure is in keeping with the Constitution and By-Laws of the HSC.
18. Sends e-mails to the membership as appropriate.
19. Attends Thrift Shop Advisory Council Meetings---HSC President is a nonvoting member of the Thrift Shop Advisory Council.
20. Oversees Charitable and Scholarship Treasurer in filling out Tax Forms if necessary. Make sure tax forms are filed with IRS by October 1st.
21. Reviews the books and bank statements of the Treasurers if necessary.
22. Reviews the books and bank statements of the Thrift Shop if necessary.
23. Informs the Publicity Chairman, by the 20th of each month, of any information to be included in the Sound or on the website.
24. If any expenditure is incurred, President submits receipts and a reimbursement request form to the appropriate Treasurer. Receipts must be submitted within 1 month of purchase for reimbursement to be made by HSC.
25. Submits the estimated expenditures for the current year (revised budget) and estimated expenditures for next year's budget in December to the appropriate Treasurer before the January Budget Review Meeting.
26. For historical data and continuity of information, President submits a separate "After Action Report" to the President and Honorary Presidents detailing information corresponding to any special activities/duties (i.e. any special information that would make future projects easier).
27. Submits an annual report at the May Executive Board Meeting summarizing the activities of the year as well as presenting information and recommendations for their successor.
28. Reviews and revises Job Description. Submits revised job description to the Parliamentarian by the December Board Meeting.
29. Keeps an accurate notebook with current and past Board year records. A Board year begins in June and ends the following May.
 - a. The Active Board Notebook holds the following information for the current Board year's activities and duties: HSC Mission Statement, HSC Organization chart, Board Report Preparation, Board/Luncheon Dates, HSC Board Roster, Job Description, Monthly Calendar of Duties, monthly Board reports/agendas/minutes, Parliamentarian Procedures, Blank Motion Sheets, Constitution, By-Laws, and Operating Procedures.
 - b. The Board Historical Notebook holds the following information for the past years' activities and duties: Minutes (three previous years), Board Reports (three previous years for your position), After Action Reports (three previous years), Budgets (three

previous years), Historical data pertinent to your position (i.e. samples of contracts, comparisons with previous years, attendance data for an event).

30. Contacts the Executive Board. Makes sure they set up meetings with their incoming chairpersons before the May Board Meeting. Make sure all notebooks have been transferred to incoming Executive Board members. Follow-up with incoming Board members. These individual pre-meetings insure continuity to hopefully overcome information problems experienced in the past. Strongly encourage incoming and outgoing members to attend May's Combined Board Meeting.
31. Contacts the new President for next year's Board. Sets up a time to meet before the May Board Meeting. Explains the procedures of the job thoroughly and turn over all books and paperwork. Attends May's combined Board Meeting where both incoming and outgoing Board Members are present.
32. Buys the Board and Advisors end of year appreciation gifts, not to exceed \$20 each.
33. Coordinates with the Honorary President(s) the Board Appreciation Luncheon at the end of the Board Year.
34. Thank you for volunteering and have a terrific year.

(Revised 02/16)

President's Calendar

June:

- * First Board Meeting chaired by the new President.
- * Before meeting, coordinate dates for budget meeting(s) and Charity Auction Meeting with Advisors, Treasurers and Charity Auction Chairman. Dates for these meetings should be announced at the Board Meeting.
- * Have Parliamentarian prepare a roster with names and phone numbers of all Board Members. Once the roster has been checked by Board Members and any corrections made, all Board Members should be given a copy as well as 1 SOFSS/SVR and the Soundside Club.
- * Remind new Board Members that they make copies of reports at the Thrift shop. Free just record position and number of copies on note pad.

July:

- * No Board or General Membership Meetings.
- * August Welcome Luncheon plans and invites underway (see 1st VP).
- * Charity Auction plans should be underway, check with committee chairman on progress.

August:

- * Board Members should have started their preparation for the following year
- * First article for the Sound is due.
- * Charity Auction plans should be well underway and committee should be having regular meetings.

September:

- * Check with Charitable and Scholarship Treasurer to make sure taxes have been filed with the IRS and appropriate copies have been given the President, 1st Vice, and 1 SOFSS/SVR.
- * Article for the Sound is due.

October:

- * Article for the Sound is due.

November:

- * Ask Board Members to update Job Descriptions and turn into the Parliamentarian at the December Board Meeting.

- * Article for the Sound is due.

December:

- * Parliamentarian will begin working on updating the Job Descriptions.
- * Ask all Board positions to submit a new budget for their position to the Treasurers, the budgets will be reviewed/revise in January.
- * Take a break and enjoy your holidays.
- * Article for the Sound is due.

January:

- * Budget review this month.
- * This is usually the joint luncheon with Eglin and Tyndall. We host every other year.
- * Parliamentarian should start working with the Nominating Committee and filling the Executive Board for next year.
- * Article for the Sound is due.

February:

- * Present the revised Budget to the Board. The Board votes to approve revised and proposed Budgets. After all corrections are made, Budget is presented to the General Membership at the monthly function. Budgets are posted in Soundside Ladies' Room and Thrift Shop for 30 days.
- * Article for the Sound is due.

March:

- * Membership votes to accept proposed budgets.
- * Work with 1st and 2nd Vice Presidents on Board Appreciation gifts.
- * Article for the Sound is due.

April:

- * Elections for the next year Executive Board.
- * Coordinate with Honorary President(s) about the Appreciation Luncheon for the Board. This is usually held wherever the Board Meeting is. Announce the dates and time at this Board Meeting. If invitations are not being sent pass around RSVP sheet at the Board Meeting. Make sure all absent Board Members are notified.
- * Parliamentarian will submit list of next years Executive Board. The Board will approve the new slate of members for next years Board. This list will also be voted on by the General Membership at the April Luncheon/Function.
- * Scholarship Recognition Celebration (usually held on a Sunday afternoon).

- * Article for the Sound is due.

May:

- * New Board sits in on Board Meeting with outgoing Board. Check with Secretary and make sure room is large enough to accommodate both Boards.
- * Prepare with the Parliamentarian for the installation of Officers at the May Luncheon/Function. You need to purchase appropriate tokens of appreciation for the officers to be installed.
- * Set a time to sit down with new President and pass on books and information.
- * Article for the Sound is due.
- * You may now heave a sigh of relief; your year is over. Hope it has been an enjoyable year.

Revised (02/16)