

Newcomers of Central Florida, Inc.
Job Description of
President

The President is a member of the Executive Board and the Executive Committee.

By-Laws information on the Executive Board is included in Article V: Executive Board.

By-Laws information on the Executive Committee is included in Article VIII: Executive Committee.

Description of duties

(from By-Laws Article VI: Officers, Section 1)

The President

- a) shall preside at all meetings, and
- b) shall serve as ex-officio member of all committees of the Club except the Nominating Committee;
- c) shall be authorized to sign checks;
- d) shall appoint Chairmen of standing and special committees.

(from Article IX: Committees, Section 3)

The **President** shall appoint a **Finance Committee** composed of three members, one being the incoming **Treasurer**. This committee will review [and audit] the financial records prior to the June Executive Committee [Board] meeting. It will be the duty of the Committee to prepare a budget for the [next] fiscal year and submit it [to the Board for approval at the June Board Meeting and then] to membership for approval at the June meeting.

(from Article V: Executive Board)

In January, the **President** shall appoint one member of the Executive Board to serve as Chairperson of the **Nominating Committee** of three.

Basic Job Functions

Attend monthly Board Meetings and Luncheons

Prepare agendas and lead Board Meetings and Luncheons

Oversee all other positions and offer assistance when needed

Assist **Treasurer** in preparing the budget for the new year

Communicate with **VP's** and **Reservations Co-Chairs** before each Luncheon

Write the **President's** column for Chatter each month and email it to the **Chatter Editor**

Bring the gavel to Board Meetings and Luncheons

Preside over Welcome Social: welcoming new members and give a short history of NCF

On an annual basis, the **President** and the **Parliamentarian** will review the By-Laws and Rules and Procedures for potential revisions.

Requirements

Leadership abilities

Computer knowledge

Computer and printer

Email account with the ability to send email to the entire Club membership at one time, keeping each email address private (using "Bcc" email function)

Flexibility

Free time!

Note: This job description is not intended to be all-inclusive.

Position may perform other related duties as required to meet the ongoing needs of the Club.

Revised: January 1, 2014