

President
(Difficulty Rating: Moderate; Time: 5 hr/mo)

Shares the responsibilities listed in the Board of Directors' job description.

- Presides at all meetings of the club and of the Board. Facilitates the meetings by following the Order of Business.
- Helps ensure that the By-Laws, 'Committee Guidelines' and 'Rescue Guidelines' are followed.
- Prepares the annual estimated budget report to be reviewed by the Board at the May meeting.
- Maintains information received by other positions:
 - Membership roster
 - Officer, Board, and Committee Chairperson listing
 - All meeting minutes
 - All treasury information including bank statements, and Treasurer's reports including reconciliation reports.
 - Estimated budgets submitted by the Committee Chairpersons (deadline April meeting). Copies of these reports should be provided to the Treasurer.
 - Year-end financial reports submitted by the Committee Chairpersons (deadline December meeting). Copies of these reports should be provided to the Treasurer.
 - Notifies and encourages membership at November meeting to sign up as Committee Chairperson and/or Committee Helpers for the following year. Reminds them that committee chairperson appointments will be made at January board meetings.
 - Ensures that each committee chairperson reviews and updates the committee job description as needed, at the end of the year.