

PRESIDENT Job Description

1. Plans, organizes and presides at the regular monthly meetings.
2. Plans, organizes and presides at Board meetings.
3. Appoints committees as the need arises and sees they are functioning properly.
4. Selects appointed officers.
5. Appoints the Ways and Means Committee, if needed.
6. Compiles membership application forms in a notebook for use by other Board Members.
7. Appoints budget committee that will meet in January.
8. Coordinates Board review of by-laws and policies to be presented at annual membership meeting.
9. Is responsible for checking the KCQG President's email account.