



**Job Title: President**

Responsible to: The Club Membership

**Qualifications:**

Previous experience as a leader

Must know how to motivate and lead

Have the ability to lead an organized meeting

**Directors general qualifications:**

Ability to communicate effectively

Ability to be self starting and enlist enthusiasm of membership

**Job Summary:**

Presides/Supervises at all Club Meetings, Dances, & Activities

Serves as coordinator for the Board

Is the spokesperson for the Club

Gives direction to the Board

Sets the agenda for Board meetings

**Duties and Responsibilities:**

Chairs the Board of Directors

Chairs the Executive Committee

Works closely with Officers, Directors, and Committee Chairs

Presides/Supervises all meetings of the Board, Club, Dances & Activities

Starts all meetings on time

Prepares the meeting agendas

Know parliamentary procedures in accordance with Robert's Rules of Order

Assists Directors as necessary

Organize and manage the responsibilities of Directors and Committee Chairs

Maintains focus and implementation of the Club goals

Schedule annual meeting of Membership