

PALISADES WOMEN'S CLUB JOB DESCRIPTION

Updated January 2018

PRESIDENT

Performs duties prescribed under the Palisades Women's Club Bylaws, Article V, section 3, ("General Executive Board Duties"), and such other duties as may be prescribed in the Bylaws or assigned by the PWC or the Executive Board.

INTRODUCTION

Presides at all General Meetings and Executive Board Meetings and serves as a member ex-officio of all committees. Serves as the Club's Chief Executive Officer. Clearly defines tasks and ensures expectations are reasonable, planning and preparation being paramount.

DUTIES AND RESPONSIBILITIES

Attends all General and Executive Board Meetings.

Sets attainable goals for the Club at the beginning of the year.

Calls meeting of the Executive Board when needed or necessary.

Keeps Board discussions on task to avoid unnecessarily, long meetings. Reminds Committee Chairs that work is done in Committee and reports are given. If further discussion is needed it should be in new business.

Continuously monitors the club's progress toward goal accomplishment and activities. Monitors responsibilities, duties and performance of all officers and appointees.

Reviews the Bylaws yearly for possible needed amendments. Forms a committee when necessary to assist in the Bylaw review.

Evaluates and analyzes the club meetings and operation.

Provides monthly items to the Vice President for the Agendas of the Board Meeting and the General Meeting.

After appointing a member to perform a task, ensures that the task is done correctly, completely and on time.

Is available to committee members to discuss ideas and concerns.

Solves problems. Makes concern and interest in the well-being of the Club apparent. Is willing to assist in solving any problems which may arise.

Vets concerns of members and informs Board of these concerns.

Works with the Treasurer to develop an annual budget and serves as a co-signer of the PWC bank account.

Along with the Vice President, selects the Nominating Committee Chair.

Assists in recruiting members and maintaining current membership. Makes certain all members, who wish to be, are active and involved.

Attends as many committee meetings as possible as an ex-officio member. Does not run the meetings.

When communicating with the Board and membership, the President does not express an opinion.