

## TH&SG Co-President Job Description

**Co-President:** Assists the President in all guild activities; serves as the leader of the evening guild meetings; an ex-officio member of all committees except Nominating and Standards; serves a two-year commitment becoming the President in the second year.

### Duties of the Co-President:

1. Sets the programs for the evening guild meetings, organizes these meetings and arranges for the meeting room.
2. Officiates the evening meetings, sets an agenda for the evening meeting, leads a short business meeting and introduces the speaker and the program. He/she is responsible for all arrangements necessary for the speaker: audio visual equipment, tables, and speaker payment.
3. Attends the budget meeting
4. Attends meeting with the 1st Vice President and President to set the room arrangements for the general meeting for coming year.
5. Is the shadow of the president so that the Co-President can seamlessly assume the presidency the following year.
6. Attends all Board meetings
7. Attends all General meetings and Evening Meetings
8. Attends any special meetings set by the president
9. Presides over general meetings when the president is absent