

TH&SG President Job Description

President: Presides at all General and Executive Board meetings, an ex-officio member of all committees except Nominating & Standards; approves disbursement of funds; may sign checks in the absence of the Treasurer; appoints an auditor at the Annual meeting; and, appoints a replacement for an officer unable to complete her term.

Duties of the President:

1. Calls meetings
2. Sets the agenda
3. Runs the meeting using Robert's Rules of Order as a meeting guideline for agenda and matters of business.
4. Notifies Board members of all Board Meetings
5. Establishes or disbands a committee with Board approval as needed
6. Contracts meeting rooms for the general and board meetings
7. With the 1st Vice President, sets the general meeting room arrangements for the following year
8. Calls and sets the budget meeting at the April or May Board meeting for review in June.
9. Proposes the new budget at the September General Meeting with a vote in October.
10. Calls for the volunteer of the Nominating Committee Chairperson
11. Writes the president's letter for the Woolgatherer, the Guild newsletter

The President is responsible for the direction and well-being of the Board.