

## **Job Description President**

The President is responsible for the financial and organizational well being of the Club during the six-month term of office. The President is also responsible for other duties and functions specified in the Bylaws of the Santa Barbara Newcomers Club.

The President ensures that the Bylaws and Policies and Procedures are being upheld. When appropriate and necessary, the President will ensure that modifications to the Bylaws and Policies and Procedures are brought to the attention of the Board or Executive Committee for consideration.

It is the responsibility of the President to set the agenda and preside at all Board and Executive Committee Meetings and to ensure that any decisions resulting from the Board Meeting or Executive Committee Meeting are incorporated in the Club Bylaws or Policies and Procedures as required, and/or brought to a subsequent vote by the Club by the Bylaws.

The President oversees adherence to succession timetables, selects the Nominating Committee and participates in the Nominating Committee as a non-voting member.

The President is the representative of the Club to the community of Santa Barbara and the official presence at various Club functions such as the semi-annual Dine and Sign parties, the annual Holiday Party, and other General Membership events.

The President introduces the Club to prospective members at the New Members Orientation held the second Monday of the month, and attends the Newbie Wine and Cheese that follows.

The President is an ex-officio member of all Committees and should attend as many monthly events as is practicable.

The President approves all contracts, and when the Treasurer or Assistant Treasurer(s) is not available, the President will sign checks for the Club. The President shall fill any vacancy among Elected Officers of the Club. The President appoints At-Large Board positions per the Policies and Procedures.

The President is responsible for ensuring that the Club web site is meeting the needs of Club members, committee chairs and officers. The President must ensure that maintenance of the current web site and any proposed web site development plans are adequately funded.