

## **Job Description**

### **President**

The President is responsible for the overall 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 and Policies and Procedures of the Santa Barbara Newcomers Club.

The President helps ensure that the requirements of the Bylaws, Policies and Procedures and Committee Chair Guidelines ("Governing Documents") are satisfied. When appropriate, the President will bring modifications to the Governing Documents 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. It is also the responsibility of the President to ensure that any decisions resulting from the Board or Executive Committee action are incorporated in the Governing Documents as appropriate and, where a matter is initially approved by the Executive Committee, brought to a subsequent vote by the Board of Directors per the Bylaws.

The President is responsible for booking the meeting room(s) for the monthly Board meeting and New Member orientation meetings that follow. The President is also responsible for ensuring the Club's website calendar is updated to reflect the date, time and location of each of these meetings during his/her term.

The President oversees adherence to succession timetables, proposes candidates for the Nominating Committee for approval by the Board, 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 monthly New Member Orientation Meetings that are held following monthly Board meetings, and endeavors to attend the Cheers, Newbie Wine and Cheese and Nice to Meet You events that are held in the days following Orientation Meetings.

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 is not available, President signs checks for the Club.

In the event of a vacancy among the elected Officers of the Club, the President, after consulting with the Past President, appoints a member of the Club to fill the position. The President also appoints Club members to fill the administrative positions specified in the Bylaws.

The President is responsible for ensuring that the Club's website is meeting the needs of Club members, Committee chairs and Officers. The President is also responsible for ensuring that maintenance of the current website and any proposed website development plans are adequately funded.