

## **SGGEE Guidelines for the President**

### **General:**

- **The President is chosen at the first Meeting of the Board of Directors. This meeting may take place at the Annual Convention if a quorum is in attendance, or by no later than September 15<sup>th</sup> via conference call if a quorum is not present.**
- **Term of Office: the President's term shall be for one year.**

### **Duties and Responsibilities of the President:**

- 1. The President shall preside at all Meetings of the Society, the Board of Directors and the Executive Committee.**
- **The President should have some knowledge of Robert's Rules of Order to ensure that Meeting Agenda items are dealt with in an orderly fashion and discussions remain on the topic at hand.**
  - **The President will suggest when and if Motions should be brought forth, usually prior to lengthy discussion, or if a Motion should be tabled in order to obtain further information.**
  - **The President will monitor voting on Motions to ensure it is being carried out in accordance with the Rules of Order.**
  - **The President will encourage all Directors to actively participate in Meetings, discussions and all other business of the Society.**

- 2. Is a partner with and provides leadership to the Board of Directors.**
- 2. Determines Board direction and policy in achieving the Society's objectives.**
  - Objectives should be determined in conjunction with the Board and in consultation with the various Committee Chairpersons.**
- 4. Encourages the Board's role in strategic planning.**
- 5. Appoints the Chairpersons of Committees in consultation with other Board Members.**
- 6. Serves as "ex officio" member of all Committees (except the Nominating Committee) and attends their meetings when invited.**
- 7. Helps guide and mediate Board actions with respect to priorities and governance concerns.**
- 8. Monitors financial planning and financial reports.**
- 9. Formally evaluates the effectiveness of the Board Members.**
- 10. Evaluates annually the performance of the organization in achieving its objectives.**
- 11. Develops the Agenda for all meetings in conjunction with the Recording Secretary.**
- 12. Performs other duties as assigned by the Board.**

**Voting:**

- **At all meetings of the Board or Executive Committee the President will only vote in order to break a tie.**

**Meetings:**

- **All meetings will be conducted using the current edition of Robert's Rules of Order. This includes meetings of the Executive Committee via email.**
- **The Board of Directors shall meet at least 2 times a year or within 30 days of receipt of a written request from at least 4 Directors, for the purpose of receiving reports from the Executive Committee, the appointed Directors and the Chairpersons of Committees, dealing with matters of policy. Normally, these Board Meetings will take place within the first and last months of the Boards administration.**

**Revised : June 2008**