

President Job Responsibilities

- Attend State Convention in May (if possible)
- Plan training meeting for board members in the summer
- Make sure the names are on the bank account for President, President-Elect, Secretary & Treasurer
- Create/Update an annual planning calendar
- Assist Treasurer to prepare budget
- Assist Secretary to keep a Procedure Books
- Assist Secretary to prepare meeting agendas
- Conduct and Attend Board Meetings
- Attend Monthly Council Meetings
- Turn in quarterly state reports on time
- **Oversee:**
 - President-Elect
 - Secretary
 - Treasurer
 - Public Relations VP
 - Legislative VP
 - Membership VP
 - Teacher Support VP
 - Individual Development VP
 - Health & Safety VP
 - Fundraising VP
 - Nominating Committee
 - Recruit a nominating committee (October)
 - Instruct them on their responsibilities and provide support as needed
- Complete Activity Summary report for each Activity/Project you are responsible for and give to the Secretary
- Thank the volunteers who help you
- Report to the Council President