

Job Description - President

April 2005

Position Description of the President

The position of President of the RWCS is a voluntary, four-year, elected term. The position serves as the Chief Officer and Director of the Executive Committee and Chief Officer and Director of the Full Board of Directors. The President ensures the effective action of the Board in governing and supporting the Society, and oversees Board affairs. The President acts as the representative of the Board as a whole.

Qualifications

- Knowledge of the RWCS and dedication to its goals and objectives.
- Thorough knowledge and commitment to the Bylaws of the RWCS.
- Ability to plan, organize and problem solve.
- Ability to see the overall "big picture".
- Ability to provide leadership to the Board to set policy and conduct the business of the Society.
- Willingness to work, in a team environment, with the Board to set policy and conduct the business of the Society.

Responsibilities

General

- Oversee Board affairs
- Provide leadership to ensure the effective action of the Board in governing and supporting the Society.
- Act as an ambassador of the Society and representative of the Board
- Be informed about Society and Board matters, prepare for meetings, and review and comment on minutes and reports.
- Serve as ex officio non-voting member of the Board for up to two years after his/her term expires.

Board Affairs

- Help guide and mediate Board actions with respect to organizational priorities and governance concerns.
- Ensure that Board matters are handled properly, including preparation of pre-meeting materials, committee functioning, and recruitment and orientation of Board members.
- See that orders and resolutions of the Board are carried into effect.
- Sign and deliver in the name of the corporation, instruments pertaining to the corporation. The exception to this is in cases in which the authority to sign and deliver is required by law to be exercised by another person or is expressly delegated by the articles of the Bylaws or by the Board to another officer or agent of the corporation.
- Monitor financial planning and financial reports as presented by the Executive Director and Treasurer.
- Consult with Board members on their roles, and monitor their effectiveness.

- Participate in regular Board self-evaluation
- Provide signature on all bank accounts.
- Assure all original corporate records are maintained in a fire proof safe in the central RWCS business office and maintain duplicate records necessary for performing the duties of President in the President's board manual.
- Manage and evaluate the overall job performance of the Executive Director.

Meetings

- Schedule all Executive and Full Board meetings and annual business meeting dates with input from Board members.
- In conjunction with the Secretary, approve the agenda for all Executive Committee meetings, Full Board meetings, and the annual business meeting with input from the Board.
- Attend and preside over all Executive Committee meetings, Full Board meetings and the annual business meeting to effectively conduct the business of the RWCS as directed by the Bylaws of the Society, and prepare and present to Board members any necessary information on scheduled agenda items under consideration.
- Call additional necessary meetings.
- Poll Board members on urgent matters arising between scheduled meetings if necessary.
- Robert's Rules of Order shall be used as an informal guideline for the conduct of Society Board meetings except when RWCS Bylaws are indicated. The President may cast a vote to break a tie only.

Committees

- Serve as a member of the Personnel Committee and actively participate in the oversight and review of all employees of the RWCS, including an annual job performance evaluation of the Executive Director.
- Appoint chairpersons of committees.
- Act as an ex officio member of all Board committees.
- Ensure that committee recommendations are presented to the Board.

Executive Director

- Serve as chair of the Personnel Committee.
- When necessary, establish a search and selection committee (usually acts as chair) for hiring a Executive Director.
- Convene Board discussions on evaluating the Executive Director and negotiating compensation and benefits package.
- Convey information to the Executive Director.
- Serve as liaison between the Executive Director and the Board.

Community

- Annually prepare and submit by June 1 to Tom Hanlon of the Red Wing Republican Eagle a "Message from the President" article for the annual Convention supplement.

- When appropriate, prepare and submit to the RWCS Newsletter editors, 6 bi-monthly "Message from the President" articles.
- Attend all major Society events, i.e. RWCS annual Convention, MidWinter GetTogether.
- Attend Chapter meetings when possible.

Special Responsibilities

- Serve as liaison between Webmaster and the Board.
- Sign Hall of Fame plaques and Chapter Charter certificates.
- Perform other responsibilities as assigned by the Board and as indicated on the annual Board calendar.