

President

The President is an elected officer of the association as authorized by Article V of the Constitution. The President shall serve as the Chairperson of the Executive Committee. The duties of the President are briefly listed in Article III of the By-Laws.

The President shall:

Maintain an alliance of the club with the officials of the meeting locations. Sign for and secure keys for the meeting rooms, if applicable. Key use must follow the guidelines of the facility. Provide a yearly calendar of club meetings, Board Meetings, and club activities. All meeting dates must be approved and entered on the facility calendar as soon as possible throughout the year. Arrange for meeting room payments by the Treasurer.

Preside at all regular club and Board meetings. In the absence of the President, the person designated by the By-Laws or by the President, shall assume the temporary duties.

Prepare Agendas for Club Meetings and Board of Directors' Meetings.

Send email reminders to Members and to Board of Directors pertaining to upcoming meetings and other items of interest to these groups.

Alternate signature authority for the club's bank account.

In conjunction with the Treasurer, establish a budget for the year from January 1 through December 31 with revisions made at the end of six months if necessary.

Appoint Standing Committee Chairpersons and Chairpersons of Special Committees.

Shall appoint Ad Hoc Committees during the year as needed.

Competition Review - continuous	Constitution
Elections - June	Assigned Subjects - August
Handbook - August	Banquet - November
Year End Comp. - November	Promotions - December
Awards - December	Audit - December

Serve as an Ex-Officio member of all committees and shall be available to meet when scheduled by the chairperson.

Maintain complete written records of all club operations pertaining to the President's duties.

Be the primary spokesperson for the club in matters of general concern and function of the club.

Forward to the Sunshine Chairperson any notifications of member's special needs due to illness, death, or hardship. The President may direct additional actions such as sending flowers, sending memorial donations for a club member's death, take up a collection at a club meeting for money contributions sent directly to the person, or soliciting volunteers for assistance. The dollar limit for flowers and memorial donations is fifty dollars and will be handled by the Treasurer. Memorial donations will be sent to the Hospice Foundation or Safety Harbor Library unless specified differently by the family. Memorial donations are for current club members, long standing club members, and past presidents. Memorial donations greater than \$50 will be based on club service contributions and will require a majority approval by the voting Board members.

Shall appoint mentors for new members.

Shall make all arrangements for the End of Year Banquet.

Shall appoint a person to manage the dinners for Mini-Essay nights.

Revised: May, 2015