

JOB DESCRIPTION: PRESIDENT

OBJECTIVES: To oversee and coordinate the activities of the League and to ensure that the League continues to serve the best interests of the community and of its members.

RESPONSIBILITIES:

1. Plan, coordinate, and preside at meetings of the board and at the annual meeting. This includes receiving monthly reports and sending them to the entire board. (Terri is willing to help with this.)
2. Identify and recruit members for League responsibilities.
3. Represent the League to the public, government officials, the media and other levels of the League.
4. Works with the board to set policies and goals. (Terri)
5. Serve as a catalyst to encourage activities, which are in the best interests of the League.
6. Seek ways to cooperate with and use the expertise of individuals and groups to further the goals of the League.
7. Advise, assist, and encourage individual board members as needed. Supervise work of board members to ensure meeting of deadlines and competent performance.
8. Copy for all communications --- including the LWVBN Voter, the LWVBN website, social media posts, event flyers and press releases — must be approved by an LWVBN president or her designee.
9. Serve as an ex officio member of all committees, except nominating committee.
10. Convene the Executive Committee as provided by the Executive Committee Policy.
11. Supervise the Office Manager. (Terri is willing to continue this task.)

1/4/13

Additional Presidential Duties

- A. Speak for the League (see #3 above also.)
 - Sign letters and articles for publication
 - Sign contracts or agreements on behalf of the League
 - Sign thank you letters for donations to the League and EF
- B. Support the Elections Services Coordinator for BMHA. This may include working on a new contract to replace the one that expired on 12/31/16. (Terri is willing to continue.)

- C. Serve as a member of the Finance Committee as required by our policy. (Terri)
- D. Receive communication from LWVNYS and LWVUS and share it with the board and membership as appropriate (Terri)
- E. Be the person that receives and responds to questions about the League received by the Office Manager that cannot be directed to a committee chair or board member with the appropriate portfolio. See # 3 above.