

Tuolumne County Newcomers

Job Description – President

The By Laws define the President's position as follows (Article IV, Section 1a):

“The President shall preside over all meetings, appoint all committees, except for the Nominating Committee, call special meetings when necessary and perform all other duties usually pertaining to that office. The President shall be an ex-officio member of all committees, except for the Nominating Committee”.

The term of office is one year, with a maximum of 3 consecutive years.

The President should be familiar with all the By Laws because policies and operating procedures are outlined there.

The President's role is to be the captain of the team, an encourager and enabler. Good officers can run with the ball and don't need much prodding, but occasionally someone needs to be coaxed or reminded a bit.

Pursuant to the above, the job is as follows:

1. Preside over the monthly Board of Director meetings. Prepare and distribute an agenda several days prior to the meetings. The meetings are on the first Tuesday of each month, except June and July.
2. Call special Board meetings when considered necessary.
3. Preside over the monthly dinner meetings on the third Wednesday of each month.
4. Write the President's Message for the newsletter.
5. Deal with special issues that arise, for example, the need to find a new venue for dinner meetings and filling Board and Committee Chairs not filled by the Nominating Committee.
6. Prepare the annual budget with the Treasurer to be presented at the February Board meeting and monitor income and spending during the year as laid out in the budget.
7. Advise and counsel Board members and Committee chairs as requested by them or as needed.
8. The President should be especially aware of the membership and how many we have. Get to know the members and prospective members. Smooze a bit. Work with the Membership Chair often to ensure that we are recruiting newcomers regularly and

advertising our existence (formally and informally). The website is important. Mention it at dinner meetings. Try to help members connect with each other.

9. At the end of the year, we follow tradition by having a joint incoming-outgoing officers “party” and briefing. This is useful and a good way to show appreciation for your team.

In conclusion, TCNC is lots of fun, and good officers make it a joy to lead. The President’s job takes attention, alertness and sensitivity. You must speak up loud at the dinners, demand attention, watch the clock, and pace things. You must follow up on loose ends or unresolved issues.