

RAINDROP DECORATIVE PAINTERS PRESIDENT JOB DESCRIPTION

(Revised October 2023)

I. Composition:

The Presidents position is an elective position on the Executive Committee. The position of President is attained by way of nomination and election as stated in By-Law Article V. It is a requirement that the President have full time access to a computer and have adequate computer skills to send, receive, edit, and save documents in accordance with common practice and/or chapter requirements as applicable. The ability to manage virtual meetings using Zoom or an equivalent virtual platform are also required.

II. Accountability:

The President is accountable to the Executive Committee.

III. Responsibility:

- a. The President shall preside at all meetings of the Organization and the Executive Committee.
- b. He/she shall sign checks in the absence of the Treasurer(s) (Article x.2), shall be a member ex-officio of all committees except the Nominating Committee. It is the responsibility of the president to assure that all officer's and committee duties are performed and to appoint a substitute to take over any duties that have not be done.

The President, as facilitator of the Organization and Executive Committee meetings, shall remain neutral and shall not vote except in cases of a tie. The President should be familiar with the policies of the organization and review the recorded Chapter Motions from time to time.

'Chapter Motions' will be posted electronically.

The President appoints all Committee Chairs, except the Nomination Committee where in the President will appoint a chairman and the chair will select two additional members.

The President oversees all officers and committee chairs except the Nominating Committee, keeping in close contact on a regular basis, especially before each chapter meeting, to obtain reports to be given to the chapter meeting regarding committee activity.

The President works with the Executive Committee on the annual budget at a special meeting in July/August to finalize the budget to be presented for a vote to the membership at the October meeting.

Records:

The President shall ensure records are kept for the next President, including copies of all documents from committees as well as correspondence sent or received on behalf of the organization by way of forwarding to the secretary or webmaster for filing on the website and/or by maintaining records on the Presidents email and/or Google Drive account to be handed over at the end of the term.