President

September 2010

*The Club President assumes the duties of the office with dignity, realizing it is an honor to represent the Club in its various fields of endeavor. The club president should be familiar with the more general rules of parliamentary law and with the club’s bye-laws and standing rules. The president should plan to attend all district meetings and state conventions*

*CGCI Yearbook (2009-2010)*

*A successful club president is a leader. You are a facilitator of new ideas, are able to delegate authority and responsibility to others and you appoint chairmen for the jobs within your club. Encourage your members to participate in your local club activities as well as those of the District and the State. Diablo Foothills District Yearbook (2009-2010)*

General Duties

* Arrange for meeting place for monthly meeting
* Write President’s letter for newsletter monthly
* Lead monthly meetings
* Prepare agenda and sign up sheets with input from officers & chair-people, after meeting tally individual sign-ups and distribute to the chair-people within 24 hours

* Organize/lead 3-4 board meetings per year to discuss concerns
* responsible for appointing the various Chair positions following the suggestions put forward by the Vice Presidents
* Give words of encouragement to members, chair-people, and officers, check in regularly with VP’s to be sure everything is running smoothly
* Coordinates with Pleasanton Gardens (Bruce Fiedler 846-3050) arranging times and dates of Board Meetings, Budget Meetings and Special Interest Groups use of the facilities
* Responsible for maintaining a Club manual that will contain job descriptions and other pertinent information regarding each position for Club officers and chairs..
* Responsible for assuring the transfer of the updated manual/information to the new Board by the final meeting of the Club year.
* Obtain updated job descriptions and pertinent information regarding their position each year from the Club officers and Chairs by May 1 of the Club year.
* Transfer updated Club Manual to incoming President by final meeting of Club Year
* responsible for arranging for Club Certificates of Appreciation/gifts for officers and Chairs to be presented at the June Club meeting

District Duties

* Attend district meetings whenever possible
* Submit names of the new list of club officers to the incoming district director before June 1st
* Send a written report of the year's activities to District Director by May 15th
* Invite district director to attend at least one of the Club meetings during the year

[[1]](#footnote-1)

1. LGR 8/23/2011 [↑](#footnote-ref-1)