

PRESIDENT

JOB DESCRIPTION

BYLAWS OF ASSISTANCE LEAGUE® OF SALT LAKE CITY

6.01 President. The President shall:

- (a) Be chief executive officer of the corporation;
 - (b) Preside at meetings of the Board and membership;
 - (c) Appoint, with Board approval, the Chairs of the Appointive Standing Committees, unless otherwise provided in these bylaws;
 - (d) Appoint special committees by direction of the Board or membership;
 - (e) Appoint a Parliamentarian;
 - (f) May appoint an Assistant Treasurer, unless otherwise provided in these bylaws.
 - (g) Sign legal documents with the Recording Secretary;
 - (h) Be authorized to open and close accounts at all chapter financial institutions with the Recording Secretary and Treasurer;
 - (i) Be authorized to sign checks with the President-Elect, Recording Secretary or Treasurer;
 - (j) Be, ex officio, a member of all committees except the Nominating Committee;
 - (k) Present an annual report of corporate activities to the membership;
 - (l) Submit to the national office the **Chapter Year-End Summary** within thirty (30) days following the end of the corporation's fiscal year;
 - (m) Confirm that appropriate Chapter Hub updates have been made to the Board Roster within 30 days following the election and for any changes throughout the year;
 - (n) Serve as delegate to the annual and special meetings of National Assistance League;
 - (o) Appoint, with Board approval, two (2) members to serve two (2) year terms, to the Strategic Planning Committee;
 - (p) Appoint, with Board approval, two (2) members to the Finance Committee; and
 - (q) Appoint, with Board approval, a chapter Historian.
 - (r) Have access to all login (user ID and password) information for all online accounts that are used to conduct Assistance League business.
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General Board Responsibilities

The President shall:

1. Attend Board meetings (in a voting capacity when allowed per Robert's Rules of Order) and submit required reports to the Board.
2. Preside at Board and Regular (chapter) meetings and Advisory Council and special meetings held as needed.
3. Appoint a Parliamentarian, two (2) Strategic Planning committee members, two (2) Finance Committee members, a chapter Historian, a House Operations Committee Chair, and Chairs of any other Appointive Standing Committees not otherwise provided in chapter Bylaws, subject to Board approval.
4. Submit a proposed budget to the Finance Committee for the succeeding year.
5. Manage the President budget and approve invoices and vouchers.
6. Maintain a President procedure book and/or electronic records file.
7. Submit job description changes to the Bylaws Chairman in accordance with Bylaws 8.02 (f).

Specific Position Responsibilities

The President shall:

1. Serve as chief executive officer of the corporation.
2. Serve, ex-officio, as a member of all committees except the Nominating Committee.
3. Appoint special committees by direction of the Board or membership pursuant to Bylaws 8.04.
4. Update chapter financial institution signature cards with the President-Elect, Recording Secretary, and Treasurer upon assuming office of the President. Sign checks with the President-Elect, Recording Secretary and Treasurer.
5. Sign legal documents with the Recording Secretary.
6. Serve as a chapter delegate to the National Assistance League Annual Meeting and attend special meetings of the National Assistance League.
7. Present an annual report of corporate activities to the membership (at the Annual meeting in May).
8. Submit the Chapter Year End Summary to the national office as directed (usually within thirty (30) days following the end of the corporations' fiscal year).
9. Annually assure that all business registrations, licenses, trademark registrations and other documents required by local, state, or federal law are current.
10. Review Constant Contact emails, invitations, and the chapter newsletter before distribution as necessary.

Technology: Microsoft Office 365 (OneDrive, Word, Excel, Outlook).