

PRESIDENT'S DUTIES

DUTIES:

- A. Shall preside over the General membership and Board of Directors' meetings.
- B. Shall recognize members entitled to the floor.
- C. Shall be knowledgeable of the By-Laws of the Society and Robert's Rules of Order.
- D. Shall state, and/or put to vote all questions which are regularly moved and seconded and announce the vote.
- E. Shall assist in the expediting of business in every way compatible with the rights of the members.
- F. Shall maintain the rules of order and decorum among members during debate, deciding all questions of order, except those not covered in the Society By-Laws which are ruled on by the Parliamentarian.
- G. Responsible for preparing a General meeting agenda as well as providing a Board of Directors' agenda to the officers and directors prior to the meeting.
- H. Shall call for comments/suggestions from the membership just before the close of the General meeting.
- I. Shall appoint all committee chairs: Social History, Publicity, Hospitality, Research trips, Publications (which includes Newsletter and Periodical Editors), Web Master, etc.
- J. Assist all officers, directors, and committees as needed and is knowledgeable of each committees' activities.
- K. Responsible for making certain that all officers, directors, and committees are carrying out their elected or appointed duties.
- L. Responsible for writing a letter to the membership in each issue of the Newsletter. As the official spokesperson of the Society, the President should keep the membership informed, involved, and aware of the Society's activities and strive to foster the growth of the Society.
- M. At the Annual General meeting, the President will present a summary of the Society's year based on information provided by Elected Officers, voting members and committee chairpersons.
- N. The out-going President will provide to the incoming President a notebook containing any and all documents, correspondence, and information that is necessary for a smooth transition.