

**FOREST CREEK WOMAN'S CLUB
BOARD MEMBER JOB DESCRIPTION**

PRESIDENT:

1. She shall preside at all board meetings and general meetings and prepare an agenda for each.
2. She shall provide an e-mail copy of the agenda to the 4th vice-president to post on webpage no later than 3 days prior to the next meeting.
3. She shall preside as the head of the Board of Directors.
4. She shall vote only in case of a tie.
5. She shall approve all expenditures up to \$100, but must have Board approval for payment on behalf of Club for expenditures over \$100, which has not specifically been approved in the budget.
6. She shall be an ex-officio member of all committees.
7. She shall receive due notice of all committee meetings.
8. She shall call special meetings of said bodies, as needed.
9. She shall act as a liaison between the Board of Directors and the General Membership to help in the resolution of any problems or concerns which might arise.
10. She shall work with the Homeowner's Liaison to keep line of communication open between the two groups.
11. She shall be responsible for submitting a newsletter article each month by the deadline date.
12. She shall be responsible for coordinating the final meeting in May with the First Vice-President of Programs and shall appoint a committee to help with this project, if needed.
13. She shall have the option of presenting a "Special Recognition Award" at the May meeting, to a deserving member who has given outstanding service to the Club in the current year. Nominations for this award shall be taken from the Board of Directors.
14. She shall operate within the board-approved budget. She shall obtain board approval for any additional monies needed.
15. She shall have an email address and be able to correspond via email.
16. She shall have basic computer skills, and be able to navigate the FCWC website and obtain information and print from the FCWC website as well.

NOTE: IT IS RECOMMENDED THAT THE INCOMING PRESIDENT COORDINATE AN ORGANIZATIONAL BOARD MEETING DURING THE SUMMER TO FACILTATE A SMOOTH TRANSITION INTO THE CLUB YEAR.