

PRESIDENT Job Description

Shall be Chief Executive Officer of the corporation and shall preside at Board, Executive and regular meetings. By direction of the Board, she shall appoint special committees. She shall be, ex officio, a member of all committees except the Nominating Committee. She shall present an annual report of chapter activities to the membership at the Annual Meeting. Within thirty (30) days after the chapter's annual meeting, she shall mail to National Assistance League® the President's Annual Report of chapter activities. She shall be the delegate to the annual special meetings of National Assistance League, and the liaison from National Assistance League to the chapter.

Required Skills:

- Effective business communication skills (i.e. written and oral)
- Advanced computer skills (i.e. word, excel)

Training:

- Conduct Board training.
- Be familiar with the **Standardization of Assistance League of Indianapolis Written Material** and follow its guidelines for preparation of press releases and other document sent to the media.
- Follow Assistance League of Indianapolis Policies and Standing Rules.
- Familiarize self with National Assistance League® Manual for Public Relations and the required terminology for writing or speaking about Assistance League
- Learn how to use Constant Contact, Survey Monkey, and My SignUp.
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Monthly Duties:

Chair Board, Executive and regular meetings and run meetings according to *Robert's Rules of Order* (current addition). Prepare agendas; provide enough copies for everyone in attendance.

Review and sign minutes for Board, Executive and regular meetings.

Contact Telephone Committee Chairman by providing information that needs to be given to membership regarding regular meeting. (A day or two after Board meeting is good time.) Do not activate Telephone Committee more than once per month.

Write short column (one page maximum) for monthly newsletter.

Weekly Duties:

Check mail at Chapter Office.

- Sort and place into appropriate chairman's boxes
- Stamp with date and initial
- Deliver checks to treasurer, or put checks into locked file and notify Treasurer

Check phone at Chapter Office frequently for messages (can be done from home).

- Refer all calls of people that want to volunteer (but can't join Assistance League of Indianapolis) to: www.volunteermatch.org (Rotary club of Indianapolis). Refer call of persons seeking to receive more information about becoming a member to Orientation Chairman.

- Relay messages to appropriate people.

Other Specific Duties:

- Appoint with Board approval the chairmen of Appointive Standing Committees, a Parliamentarian, and Assistant Treasurer
- Be familiar with and follow Assistance League of Indianapolis and National Assistance League Bylaws, Policies and Standing Rules.
- Attend all committee organizational meetings in advisory role, as well as any other meetings as needed.
- Write President's letter for Community Newsletters.
- Answer any correspondence addressed to President.
- When donations are received:
- See that all are recorded by:
 - Donor Recorder
 - Recorder of the campaign to which donation applies
 - President, other than Operation School Bell Mailer, Memorial/Tribute donations, and Community Newsletter reply donations. These should go directly to that chairman or Assistant Treasurer.
- Acknowledge substantial donations with personal thank you letters. See that someone is appointed to acknowledge smaller donations. These letters shall be form letters, written by the President. All letters shall:
 - Be signed by President.
 - Comply with IRS requirements.
 - Include date and amount donated
 - Be approved by Vice President of Marketing, changing salutations as needed for Gala, Operation School Bell Mailer, and grant donations.
 - Be printed on Assistance League of Indianapolis stationery, which displays the Assistance League of Indianapolis website address
- See that Treasurer receives and deposits donation.
- Notify Computer Data and Document Chairman of donor's address to be put on Community Newsletter mailing list.
- Remind Operation School Bell to file membership list with Indianapolis Public Schools for insurance purposes. List must be updated with fall class.
- Be a spokesperson for Assistance League of Indianapolis as needed for public speaking opportunities and Public Relations events.
- Be informed about financial condition of Assistance League of Indianapolis at all times.
- Maintain detailed financial records for this position and include in annual report. Keep receipt and request value in kind from Treasurer if not covered in a specific area of budget.
- Keep a written list and disk of contents of safe deposit box. (This will save many trips to the bank.)
- Sign checks along with Treasurer and/or President-Elect.
- Secretary should sign all contracts, and the President also signs. Keep copies.
- Attend Assistance League of Indianapolis activities and social events whenever possible, and periodically the workshops of all Philanthropic Programs, Strategic Planning and Bylaws committee meetings.

TIMELINE:

President Job Description

In May:

Attend National Assistance League Leadership training as President Elect

Establish dates of Board and Regular meetings for the upcoming fiscal year.

Plan Board and Appointed Position Training workshops with VP Membership.

Have Elected and appointed positions get a tentative calendar of events ready for printing in the yearly handbook. Maintain and update calendar of chapter activities and have it published in Assistance League® of Indianapolis newsletter. Keep this schedule at the Chapter Office.

Work with Meeting Services Chairman to arrange for meeting locations, dates and any necessary contracts for food and any outside speakers for coming year, beginning with the September meeting and ending with May Annual Meeting (good ideas come from incoming President's Conference).

Assume office of President at May annual meeting.

In June:

Conduct a Board/Leadership Training in collaboration with Vice President Membership.

Conduct Appointed Position Training in collaboration with Vice President Membership.

Change signature cards for new President, President-Elect, and Treasurer at all banks where Assistance League of Indianapolis has accounts and safety deposit box. Record change of officers in the minutes of the Annual meeting as proof of who should sign signature cards and take minutes to bank.

Check that all required information has been sent to National Assistance League by deadline. Treasurer sends dues information, National Assistance League Website Administrator sends membership roster. President sends names of delegates to annual meeting and list of Board members with addresses and phone numbers. Write a thank you letter template for grants and donations over \$500. Letter is to be checked and approved by Vice President Marketing.

With the Operation School Bell® Mailer Chairman and Vice President Marketing, write thank-you letters for Mailer donations. These should be signed by President and Operation School Bell Mailer Chairman.

In September:

Attend and be a delegate to the National Assistance League® Conference.

Check with Treasurer on audit of Financial Review Report. (It should be completed by October 15.)

In November/December:

Begin working with bylaws committee to conform Assistance League of Indianapolis bylaws to National Assistance League requirements. Help make other changes as needed. Begin this process by January.

Check that Vice President Resource Development is appointing chairman for fundraising events for upcoming year and that gala location has been arranged.

In January:

Article 5.01 - Receive nominations for Nominating Committee members in accordance with bylaws: (2) Two members and (1) one alternate from the Board and A minimum of (3) three members and (1) one alternate from the voting membership. No one may serve two consecutive years. Have membership vote to approve appointments.

Have President-Elect revise and update job description as needed.

In January/February: with Vice President Membership, determine how many 5, 10, 15 & 20-year pins are needed and place order.

In February/March:

See that the Treasurer reminds all positions to have a prepared budget for the upcoming fiscal year for the upcoming Budget Committee. Budgets shall include:

- Projected expenses for rest of current fiscal year.
- Expenses for next fiscal year.

In April/May:

Receive copies of all signup sheets from SPRINGFEST and keep in files. See that Placement Chairman lists positions in monthly newsletter

Attach list of contents of safe deposit box to minutes of annual meeting.

Write thank you notes to each United Way donor. Donor information is not available until May.

Have President-Elect remind Board members, committee chairmen, and special appointees to update procedure manuals and pass them on at the May joint board meeting. Encourage outgoing members to meet one-on-one with incoming members to discuss job responsibilities and answer questions prior to the joint meeting, if at all possible. If Board members cannot attend the joint Board meeting, special arrangements should be made for transfer of information, and records, by the outgoing person to the incoming person.

Remind all chairmen (elected and appointed) to prepare three (3) annual reports. One copy is to be placed in appropriate procedure manual, one in President's file, and one to the appropriate person to whom that job reports. (Vice-Presidents will prepare 2 reports: Procedure manual and President's File).

Plan annual meeting. Include annual report, installation of new Board and appointed positions. Write thank you notes to outgoing board.

Write Annual Report for Chapter and present at May annual meeting.

In May:

Preside over Annual Meeting of the Membership and present an annual report of chapter activities to the membership at this meeting.

The format of the Annual Meeting shall be:

- a. Outgoing President

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- 1) call to order
 - 2) business
 - with Vice President Membership, recognize members earning 5, 10, 15 & 20-year membership pins at May meeting.
 - 3) chapter annual report
 - 4) recognition of outgoing leaders
 - 5) installation of incoming elected Board (procedure chosen by incoming President)
 - 6) introduction of incoming President & presentation of gavel
- b. Incoming President
- 1) gift to outgoing President
 - 2) introduction of incoming appointees
 - 3) remarks
 - 4) adjournment
- c. Attached to the agenda of the annual meeting shall be a list of outgoing Board members and appointees and incoming board members and appointees.

By June 30th:

Fill out and mail National Assistance League Year-end Form from the President (copy is found in manual for chapters).

File year's Annual Reports: One for President's file, one for Secretary.

Keep President's procedure manual up-to-date; pass on to next President.

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