

2-2 **PRESIDENT**

General Description

The President acts as chief administrative officer and legal head of the organization, provides leadership for the Society, and exercises supervision over the organization and all its activities.

The election procedure and term of office of the President are described in Bylaws IV (See Sturgis Code of Parliamentary Procedure, pp. 160-164).

Responsibilities

1. Prepares agendas for and presides at business and Board of Directors meetings. Regular and special meetings are described in Bylaws V.
2. With the assistance of the Treasurer, presents a budget to Board of Directors for final approval at the Directors' fall meeting.
3. With Board of Directors, selects dates for regular Board of Directors meetings, according to the Society's established calendar.
4. Calls special meetings when appropriate.
5. Appoints committee chairs, with advice from and approval of the Board of Directors. For appointments, approval of the Board is majority consensus, not a formal vote.
6. Appoints Board of Directors liaisons to each committee, to serve during the President's term. Through the Board liaison and Secretary (see Board of Directors) assures that committee chairs receive necessary information (e.g. handbook, committee annual reports, Board minutes) and that committee chairs submit quarterly committee reports to Board of Directors.
7. Serves as an ex-officio and non-voting member of all standing and special committees except the Nominating Committee.
8. With the approval of Board of Directors, appoints replacements to fill vacancies in elected positions in accordance with provisions of section IV.3 and 5 of the Society's bylaws.
9. Signs letters or documents necessary to carry out the will of the Society. If the President is not a legal resident of California, the Vice President/President Elect or other designee may be required to fill this function as required by the laws of the State of California in matters of incorporation.
10. Represents and speaks for the Society to other organizations and to the public.

11. May appoint a Parliamentarian if he/she chooses.
12. After elections, informs candidates and Newsletter editor of results.
13. Is responsible for sending all records, including those of terminating officers and committee chairs, to the SCA Archives.
14. The immediate past president is an ex-officio, non-voting, member of Board of Directors for one year following his/her presidency, receives copies of the agenda and minutes of Board of Directors meetings, and is invited to attend Board of Directors meetings. Travel and lodging expenses will be reimbursed by SCA as for other Board members.
15. As past president, serves as Chair of the Nominating Committee.
16. Sees to it that when Board of Directors recommends a dues change, Society members are notified at least 30 days prior to the vote.
17. Provides a welcome letter to new members, which is sent to the Membership chair for inclusion in the new member packet.
18. Submits quarterly reports to the SCA Newsletter, including information on the work of Board of Directors and other administrative matters of importance.
19. Conducts regional Leadership Seminar(s) for committee chairs and Board members.
 - a. Conducts seminars prior to the first SCA Board meeting. The Leadership Seminar may be held as part of the Annual General Meeting.
 - b. May delegate a continuing Board member to conduct the seminar in the opposite part of the state.
 - c. Includes orientation about SCA's organization and position responsibilities and encourages the exchange of ideas for new or improved programs.
 - d. With the help of the Secretary, provides new committee chairs with a copy of the previous chair's quarterly and annual reports and committee budget.

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