

# **GFWC Rotonda West Woman's Club**

## **PRESIDENT**

### **JOB DESCRIPTION**

The President serves as the Executive Head of the Club and Executive Board and Ex-Officio member of all committees, except the Nominating Committee.

Other duties include serving as delegate to International, State and District meetings.

Signs all contracts and obligating documents.

Prepares agendas monthly for both the board meeting and the general meeting.

Preserves order and applies parliamentary rulings

Appoints special committees.

The Club provides monetary support for State Conventions (including registration, room, and meals).

The President must have a firm knowledge of each CSP, the Signature Project and the Standing Committees in order to make appropriate appointments to the Chairman positions. The President should understand the club's budget and finances and review the Treasurer's Report prior to each monthly board meeting.