

JOB DESCRIPTION - *PRESIDENT*

RESPONSIBILITIES

- Oversee all business operations and ensure compliance with Bylaws, Policies & Procedures, and applicable law.
- Enter into business agreements on behalf of the Club in compliance with Bylaws, Policies & Procedures, and applicable law.
- Establish agenda and lead meetings of the Board and Executive Committee.
- Work with Club accountant/bookkeeper and Treasurer to prepare annual budget.
- Work with Treasurer and accountant/bookkeeper to oversee quarterly financial reviews and manage any needed program adjustments to meet budgeted bottom-line.
- Serve as the primary representative of the Club to other dance organizations.
- Remain informed of local, regional, and national swing dance activities.
- Conduct Club business between meetings and report relevant activity back to the Board.
- Foster volunteerism to facilitate filling any open positions.
- Make announcements at Club Dances about Club activities & other dance events.
- Write a monthly email notice and a President's Message for the Club Newsletter and/or Website.
- Be a signatory on the Club's bank account(s).

SPECIAL SKILLS REQUIRED

- Good communication skills.
- Ability to facilitate meetings and promote teamwork.
- Strong organizational skills.

BENEFITS

- Play an active role in setting the direction of the Club.
- Increase awareness of the impact of the organization's decisions on the community.
- Accomplish group goals that exceed the abilities of an individual.
- Work with individuals of diverse backgrounds.
- Expand knowledge of group dynamics and relationships.
- Build relationships with other dancers.
- Develop leadership and decision-making skills.
- Recognition in the local and national swing dance community.

If you want more information about this position, please contact a former President:

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