

## President Job Description

**Purpose:** To provide leadership to the Magnolia Point Women's Club's (MPWC) Board (Executive Officers, Committees and general membership), and to serve as the Club's primary spokesperson and assure its mission and financial objectives are met.

### **Responsibilities:**

- Understands MPWC and its mission: acquainted with the organization, its history, mission, finances, programs and services; understands the external forces that affect the organization.
- In partnership with the board, ensures that the board fulfills its responsibilities for the governance of the organization.
- Chairs the board and general membership meetings; develops agendas; helps guide and mediate its actions regarding priorities and governance concerns.
- In consultation with the board, recruits and appoints committee chairs and project team leaders to ensure volunteer obligations are met.
- Serves as ex-officio member of all committees and regularly reviews their activities and projects providing input as appropriate.
- With the assistance of the Board, annually addresses board organizational governance relating to its structure, role and management. This includes evaluating the ongoing pace and direction of the organization.
- Communicates through the Communications Director with members at large via email.
- Provides information to the incoming President before her first scheduled board meeting in June.
- Ensures new officers and committee members are aware of their responsibilities and are familiar with the necessary resources to transition to taking positions in May.
- Prepares and delivers a current information package to incoming President to ensure position continuity.
- Mentors Vice President.

**Skills required:** Excellent communication and organizational skills. Familiarity with word processing programs and emails. Needs to be in touch with and open to the general membership as well as committee directors and chairs.