



Job Description- President

The President shall serve as presiding officer of all regular and special meetings of the general membership and Board; shall cast the deciding vote in case of a tie vote; shall be ex-officio member of all committees; and shall perform other duties assigned by the Bylaws or the Board.

1. Face to Face Meeting preparation:

- a. Help arrange speakers, meeting topics, etc.
- b. Help coordinate meeting location and plans for food & refreshments
- c. Help with soliciting vendor support
- d. Work with Secretary to prepare meeting materials:
 - i. Speaker handouts
 - ii. Meeting agenda
 - iii. Speaker bio
- e. Work with Secretary to make meeting PowerPoint presentation

2. Webinar Meeting Preparation:

- a. Help arrange speakers, meeting topics, from Whitehat Communications
- b. Work with BOD to choose a December Webinar Topic.
- c. Contact representatives of Whitehat Communications to finalize the date, time and topic for the Webinar.
- d. Review script for Webinar and complete a practice run with Whitehat.

3. Meetings:

- a. Facilitate face to face meetings which include:
 - i. Follow PowerPoint Presentation.
 - ii. Speaker and Vendor introductions.
 - iii. Organize the timing of the meeting per the established agenda.
- b. Facilitate Webinar following a script provided by Whitehat Communications.