

CKCoJ – Board Position Description President

Duties:

1. Chair the monthly board meetings.
2. Chair the annual meeting.

Expectations:

1. Be ombudsman for membership.
2. Work with the secretary to draft the agenda, which is published in the newsletter before the board meeting.
3. Be a signor on the checking account.
4. Keep track of the keys to the storage unit, checking them in and out.
5. Present the president's report summarizing club activities and accomplishments for the year at the annual meeting.
6. Present the awards at the annual meeting.
7. Distribute business cards (a quantity to hand out) to: Vet clinics, GHS, and pet stores.
8. Notify Doggie Dollar Coordinator of board member attendance of monthly meetings.