

Newcomers Club Job Descriptions

President

- Reserve club meeting dates/venues with HHP POA.
- Send meeting agenda to board members and visitors prior to meetings.
- Set direction and focus of club for the year.
- Organize and chair board meetings.
- Provide general oversight of committee chairs.
- Formulate club policies with board input and approval.
- Update the website with the webmaster.
- Recruit new board members as needed.
- Maintain and update club historical documentation binder.
- Update board position job descriptions at least every two years.
- Emcee events or appoint an emcee. Prepare announcements, organize event flow.
- Respond to member, public, and POA inquiries as required.

REV 6/25