

PRESIDENT

Reserve club meeting dates, times, and venues with the HHP POA Activity Director

Attend Annual POA Club orientation or appoint a representative to attend

Send agenda to board members after sharing with the VP

Set direction and focus of Club for the year with input from the VP

Formulate the action plan & strategy after board input and approval

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

Update board position job descriptions at least every two years

Emcee or appoint an emcee. Prepare announcements, organize event flow

Respond to member, public, and POA inquiries as required or designate appropriate board member for the response