2/6/2022

**DIRECTORS: PRESIDENT**

TERM: 2 years

Changes to Job Description due to Covid-19 pandemic and the inability to hold in-person meeting:

 All jobs described below that are in *italic font* are suspended until in-person meetings can occur again. Jobs that are unaffected by the inability to meet in person or are new due to inability to meet are **bolded**.

The President shall:

* **Preside at all meetings of the Association and be Chair of the Board of Directors;**
	+ **Create, launch and host General Meetings and Board Meetings in Zoom**
	+ **Present technical reminders and solutions at Zoom meetings**
	+ **Oversee a Zoom Committee to assist with hosting Zoom meetings;**
	+ **For monthly general meetings, approve prior registrations after checking membership, or find a volunteer to do this;**
	+ **Provide all Zoom meetings date, time, and link to the Newsletter**
	+ **Assist Program VPs as needed to ensure speakers technical requirements are met on Zoom**
	+ **Present virtual Show and Tell using Instagram desktop at General meetings**
	+ **Present the past block and upcoming block for Block Party, draw winner’s name**
* **Prepare and distribute agenda 5 days prior to BOD meeting;**
* **Prepare agenda for General meetings and approve presentations by non-BOD members;**
* **Prepare and distribute email reminder (with Link if virtual) for membership 3 days prior to general meetings**
* **Appoint the Chair of each vacant Standing Committee with input of the Board;**
* **Be ex‐officio member of all committees except the Nominating committee;**
	+ **Create and schedule Zoom meetings for committees as needed**
* **Be authorized to co‐sign checks of the Association;**
* **Be authorized to sign contracts in the name of the Association;**
* **Be chairperson of the executive board, prepare agenda, conduct meetings;**
	+ **Create, launch and host Board Meetings in Zoom**
* **Write a monthly report for the newsletter;**
* **Monitor the important activities of the Association by checking with the chairs and officers to see if things are running smoothly;**
* **Handle personnel issues – disagreements among board members, problems with guild members, etc;**
* **Liaise with community organizations to promote and create events**
* **Be custodian of backup Historian hard drive;**
* **Be custodian of key for storage locker;**
* **Receive and respond regularly to** **President@scvqa.org** **email (passworde available from Webmaster and on separate President instruction sheet).**
* **Ensure the following records are properly retained:**
	+ **Retain permanently (either in hard or soft copies)-**
* **Articles of incorporation**
* **Bylaws, standing rules**
* **Other incorporation documents**
* **Form 1023 or 1024**
* **Contracts or leases still in effect**

**Retain for 10 years-**

**Contracts or leases (expired) from the date of expiration**

* **Correspondence – retain for 4 years**