



PRESIDENT JOB DESCRIPTION

- Be familiar with the Society's by-laws.
- Call and prepare the agenda for all meetings of the Society.
- Chair all meetings of the Society.
- Be the official representative of the Society with other associations, agencies and organizations. The president may appoint a "designated alternative" to represent him/her on any board.
- Ensure that all resolutions or orders passed by the executive or general membership are carried out.
- Be a member ex-officio of all committees.
- Act on the Society's behalf in emergency situations. These actions should be ratified at the next executive or general meeting.
- Be knowledgeable about all league activities and events.
- Be willing to assist whenever needed.