

President - Job Description

1. When to have events: White Deer, Picnic, Camping trip, others?
 - a. Board meetings: Jan, Mar & June on 2nd Sunday of month; Sept on 4th Sunday of month.
 - b. Spring & fall membership – Spring in May, Fall in October
2. Reserve Rowley room for Spring & Fall membership meetings, and White Deer Party.
3. Reserve AA barn for Summer Picnic, 1 ½ to 2 years in advance.
4. Prepare agenda/presentation for Spring & fall membership meetings.
5. Insure main course is set for Spring, fall Meetings, Picnic, and White Deer Party.
6. All events
 - a. Send email reminder 1 month in advance.
 - b. 2nd email reminder (w food assignments, if applicable) 1 week in advance.
 - c. Follow checklist
7. Schedule, prepare agenda and reserve room for board meetings.
8. Make sure all lead positions are filled.
 - a. Make sure all events get staffed & coordinated.
 - b. Public outreach
 - c. New events?
9. Get lead for camping trip – Lead: ID location, presentation at spring meeting
 - a. Identify lead for next year during current camping trip (action for current lead).
10. Coordinate top level activities with USFS and HTA.
11. Get events on website (webmaster), and in on-line sign up system (when applicable).
12. Send out emails as requested by leads.
13. Turn in Volunteer hours for board and member meetings.
14. Make sure insurance check is sent to cover “directors and Officers Liability Insurance”.
15. Apply to Grand Foundation for grant to cover “Director and Officer Liability Insurance”, due before May 1 each year.