

JOB-PRESIDENT OF WRMI

CONSTITUTION

- Read the constitution to better understand the structure and the responsibilities of President

DAY TO DAY

- Via email and phone calls, try to direct the business of the organization.
- Try to determine what needs to be done and work with others to accomplish these things

MEETINGS

- Make sure the annual meeting is scheduled well ahead of the date
- Identify and call special meetings as needed
- Meetings can be face to face but can also be done via electronic means
- Follow the constitution and by-laws to be sure it is called properly.
- The President has the tie-breaking vote on any tied issues

ISSUES AND POLICIES

- There will always be issues that come up and require a vote of the Board. Call for the vote and word any resulting policies. Be sure the policies are documented on the website so that the decision has to be made only once and will be applied consistently.

WORK OF THE BOARD AND COMMITTEES

- Rely on other Board Members and committees to handle the day to day workings of the organization except for those particular items you have agreed to do, not as President, but as a volunteer.