

President

Your Role as President

The President, together with the other Board Members, is responsible for the smooth functioning of the Club and represents the Club to the community at large.

Tasks	Further Details
The Board	
Call and chair all Board Meetings	<ul style="list-style-type: none"> The Secretary prepares the agenda
Cast a deciding vote in case of a tie	
Coordinate the yearly schedule of events and activities	<ul style="list-style-type: none"> Consult the Board Members
Sign all important Club documents and correspondence	
Ensure that all Club functions and activities conform to the Constitution, Bylaws, and Policies and Operating Procedures	
Keep Presidential files up to date online	<ul style="list-style-type: none"> Keep a copy of all Board Minutes
Appoint Board Representatives to Committees	
Delegate responsibilities when necessary	
Appoint Assistants to the Board	<ul style="list-style-type: none"> e.g. Swiss Liaison, Archivist
Committees	
Oversee the functioning of all Club Committees and Teams	<ul style="list-style-type: none"> Review Minutes and, if necessary, attend a meeting in an ex officio capacity
Liaise with the Chair of the Nominating Committee and the Board Representative during the nominating process	
Appoint the Bazaar Chair	
Serve on Finance Committee	
Annual General Meeting (AGM)	
Call and chair the AGM	<ul style="list-style-type: none"> The Secretary prepares the agenda
Prepare and present the President's Report at the AGM	<ul style="list-style-type: none"> This includes the current year report and any ideas/plans for the next Club year
Write a summary report of the AGM for the June Grapevine	
Act as the official IWCN representative	
Act as the Club's official contact with the Honorary Members of the Club	<ul style="list-style-type: none"> Such as the Mayoress or the wife of the Mayor of Nyon Invite the Mayoress or the wife of the Mayor to appropriate Club events
Club Communications	
Prepare the President's letter for The Grapevine	
Make final decisions on the content of The Grapevine, Digest and website	
Finance	
Act as the official co-signatory with the Treasurer for all Club Bank Accounts	
Review periodically, with the Treasurer, the financial status of the club	

Welcome and Sunshine	
Co-operate closely with the Welcome and Sunshine Coordinator	
Speak personally to as many new members as possible	
Propose Honorary Members	
Remind Board Members that they must inform the Nominating Committee Chair by 1 January whether they wish: a) to continue in their present Board position b) to be considered for a vacant position c) wish to stand down	
Other Responsibilities	
Before the August deadline, prepare the content of the pages at the beginning of the <i>Directory</i> concerning the Governing Board, Assistants to the Board, Teams and Committees	
Ensure that Board Members, Assistants to the Board, Committee and Team members receive appreciation at the end of the Club year	

YOUR ROLE AS GENERAL BOARD MEMBER

All Board Members are responsible for the position for which they were elected and for the day-to-day operations of the Club.

Tasks	Further details
The Board	
Carry out decisions made by Club Members at the AGM and at Extraordinary General Meeting(s)	
Attend all Board meetings and the AGM	<ul style="list-style-type: none"> • Proceedings at Board meetings are confidential (Bylaws Article IV.B.2) • All Board Members participate fully in discussions and decision making
Read and adhere to the Constitution, Bylaws, and Policies and Operating Procedures of the Club	<ul style="list-style-type: none"> • Review annually the POPs chapter relevant to your Board position
Be prepared to act as a Board Representative if asked by the President	
Be ready to perform extra tasks for the Club as required	
Report to the Board on developments in your area of responsibility	
Keep files up to date	
Brief potential candidates about your Board Position	<ul style="list-style-type: none"> • Instruct them to read POPs
During the hand-over period (between the AGM and 1 July), brief the person taking over your Board position	<ul style="list-style-type: none"> • Hand over all relevant files • Instruct them to read the Constitution, Bylaws and POPs
The Membership	
Attend Coffee Mornings to meet new members and encourage them to participate in Club activities	
Attend the annual Activity Leaders' appreciation event	
Attend Special Events whenever possible	