

PRESIDENT

I. STATEMENT:

The President is an elected officer and presides at all meetings. The President is an ex-officio member of all committees of the General Membership except the Nominating Committee and an ex-officio member of the Affiliate Councils.

II. DUTIES:

- A. To be responsible, in connection with the Board of Directors for recommending the Council's policies, planning and directing its development, and coordinating its various interests.
- B. To be familiar with WSLC bylaws, General Membership Standing Rules and Board of Directors Standing rules.
- C. To call special meetings.
- D. To appoint with the approval of the Executive Board all appointive officers and assistants, committee members and such others as deemed necessary.
- E. To receive ongoing reports from the President-elect regarding membership.
- F. To prepare with the Treasurer a budget for the biennium.
- G. To prepare a letter of welcome to be sent to the members, the Past Presidents, and Legislators.
- H. To prepare and distribute a member interest form to the members.
- I. To give the members interest forms to the newly elected President-elect.
- J. To inform each nominee as to the outcome of her respective election.
- K. To give the installing officer a list of those elected officers to be installed.
- L. May attend legislative interim committee meetings.
- M. To represent the General Membership at public meetings and conferences, or to be represented by an alternate whom she shall designate.
- N. To act between meetings in conjunction with the Board of Director's and/or the Executive Committee.
- O. To write and deliver orally a biennial report to the General Membership.
- P. To perform such duties as pertains to her office as provided in the bylaws.
- Q. To deliver a file containing all materials pertaining to the work of this office including job descriptions, time table, Articles of Incorporation, non-profit letter, file of Past Presidents' biennial reports, the Executive Handbook, and the gavel to the incoming President.
- R. To work with the Historian to prepare and deliver appropriate records to the University of Utah Special Collections.
- S. Shall be custodian of the mold of the president pin.

III. PROCEDURES:

- A. Appoint with the approval of the Appointments Committee, as soon as possible after the election, the following appointees:
 - 1. A Parliamentarian

2. A Chaplain
 3. A Publicity Relations Chair, selected from the committee.
 4. A Bulletin Editor and an Assistant Editor. (If editor desires)
 5. A Policy Committee consisting of a chair, two members and the affiliate Directors and others as needed.
 6. Chair's of the Legislative committees.
 7. Two members for the General Membership and Credentials Committee.
 8. Two members for the Auditing Committee
 9. Two members for the Handbook and Bylaws Committee.
 10. The Celebrations Committee Chair and as many members as deemed Necessary. (See Article VI, Standing Committees, g)
 11. A Sergeant-at-arms.
 12. A Physical Arrangements chair.
 13. Timekeepers.
 14. An Orientation Chair.
 15. The Attendance Committee
 16. National Issues Committee with co-chair representing the two major political parties.
- B. Be sure to balance the Board appointments as to party affiliation and organizations. All appointments shall be approved by the Board of Directors.
 - C. Make sure that all incoming elected and appointed officers and committee chair have paper or electronic copy of their job descriptions.
 - D. Set time and date for Executive Board meetings for the biennium and the schedule of the general meetings for the biennium.
 - E. Ensure objectivity of all the programs.
 - F. Sign all letters and resolutions in ink.
 - G. Refer to the time table for the various activities.
 - H. Keep a file of all job descriptions, all General Membership Policies, and all biennial reports of Past Presidents, Board Members and Affiliate Directors on the web site.

IV. BIENNIAL REPORT:

A report of the work of the President shall be submitted at the time of the biennial business meeting. There should be 4 copies submitted, one (1) to remain with the Policy Chair for the President's Board Handbook and the remaining three (3) to be distributed to the President, Recording Secretary and Historian.

FOR REFERENCE:

A complete set of the job descriptions is contained in the Executive Handbook which is in the possession of the President, President-elect, first and second Vice Presidents, Recording Secretary, Parliamentarian, Policy Chair and Immediate Past President.

DATE Drafted July 2013
Adopted March 19, 2014

