Waterman Alumnae Group Job Description - Officers

**PRESIDENT:**

The duties of the President shall include but not be limited to:

A. Presiding at meetings of the Board of Directors and the Executive Committee

B. Representing Waterman at all meetings of the Alumnae Council and being

responsible for completion and return of all Alumnae Council forms

C. Serving on the Endowment Committee

D. Serving on the Finance Committee and being an authorized signer for

financial transactions

E. Serving on the Town Hall Committee

F. Serving on the Town Hall Speaker Selection Committee

G. Reviewing, with the President-Elect, the final copy of the Town Hall brochure

and program before printing

H. Serving on the Nominating Committee

I. Serving as a member ex officio of all other committees, with the right to vote

J. Filling any vacancies occurring in the Directors, subject to Board of

Directors’ approval

K. Appointing two (2) Directors and at least two (2) others from the membership

to the Nominating Committee, subject to Board of Directors’ approval

L. Appointing special committees and chairs, as needed, with Board of

Directors’ approval

M. Appointing a parliamentarian, as needed;

N. Appointing an Audit Committee, subject to Board of Directors’ approval, of at

least two (2) people to perform an audit or review the financial records

annually

O. Reviewing and setting specified fees for Sustaining Contributors at the spring

Board of Directors’ meeting per Article VII, Duties of the Board of Directors,

Section 2 E

P. Sending a notice to the membership, at least two (2) weeks prior to the Annual

Meeting, which shall include the slate of nominees for Officers, Standing

Committee Chairs, Standing Committee Assistant Chairs, Town Hall

Subcommittee Chairs, and Town Hall Subcommittee Assistant Chairs

Q. Informing the members when Bylaws amendments are being presented

R. Presenting a summary of the year's activities at the Annual Meeting

S. Co-signing a welcome letter, prepared by the Membership Committee, to new

members

T. Co-signing a letter, prepared by the Membership Committee, to non-renewing

members inviting them to become Sustaining Contributors

U. Co-signing a thank you letter, prepared by the Membership Committee, to

Sustaining Contributors in the spring inviting them to renew their support.