

PRESIDENT

Proficiency Required: Able to conduct meetings with small and large groups.

Proficient in using email, a word processing program and transferring documents to pdf format. The President may find it beneficial to use Excel (or equivalent spreadsheet program) or a program management program for planning and tracking society activities. Can back-up files to a flash drive to transfer work to following president.

Special Report Requirements: Send the Board Meeting Agenda to the board members on the Monday before the scheduled meeting. Promptly incorporate additions, revisions, and suggestions for the meeting agenda if necessary.

SPECIFIC DUTIES

- Officiate all SAGS board meetings.
- Conduct the business of the SAGS board meetings, starting and ending on time.
- Officiate monthly SAGS general membership meetings (October through May).
- Open and close the Society membership meeting in a timely manner following the suggested schedule: welcome, recognize new members and visitors, society business, committee, and directorate announcements. Assign other duties for each meeting to appropriate people.
- Represent SAGS at meetings with other genealogy groups, vendors, etc. that do not fall within the purview of other SAGS board members. Such sessions may include negotiating contracts for meeting locations, conferences, seminars, etc. that require the President's signature. The President may also delegate such negotiations to other board members as appropriate.
- Arrange venue for board and membership meetings, seminar, genealogy fairs (when conducted), and other events as needed. The President may delegate such negotiations to other board Members as appropriate.
- Co-signatures with the Treasurer are required for checks, bank accounts, contracts, and essential documents over \$500.
- Communicate via email items that need board action, especially between June and September, when board meetings may be scheduled. If no BOD meetings are held during the summer any action taken will be noted in the minutes of the October board meeting.
- Maintain cognizance of the SAGS related activities.