

JOB DESCRIPTION  
President of Capital Calligraphers  
2010/11

1. Prepare agenda and preside at regular monthly meetings.
2. Call and preside over board meetings as necessary.
3. Be familiar with all officer and committee chair job descriptions; support and monitor the fulfillment of prescribed duties.
4. Appoint chairpersons for all standing committees.
5. Follow-through with decisions made at board and regular meetings.
6. Serve as ex officio member of committees.
7. Be familiar with the basics of Roberts Rules of Order.
8. Encourage and support members' participation in Capital Calligrapher-sponsored activities, including submitting articles to the newsletter, donating time and talents to Art Fair, State Fair, etc.
9. Submit a President's Prologue column for each newsletter.
10. Submit bills incurred for expenses to Treasurer.
11. Appoint Treasurer and a second person to audit Treasurer's books toward the end of the fiscal year (August 31).
12. Serve as a member of the executive board. In by-laws a minimum of three can call a meeting.