

TRENHOLM ARTISTS GUILD

JOB DESCRIPTION

Job Title	President
Revision Date	September, 2006

Position: Elected and is a voting member of the Executive Board
Term: 1 year, may serve a maximum of two consecutive terms

Overview: The President presides at General and Executive Board Meetings

Job Functions:

- Presides at monthly General Meetings
- Announces events, board decisions and changes in the bi-laws to the membership
- Presides at monthly Executive Board meetings
- Conducts meetings according to *Robert's Rules of Order, Newly Revised*.
- Plans for and carries out, with the Board, the organization's policies
- Is ex-officio member of all committees, except the nominating committee
- Maintains a list of procedures/tasks associated with the above
- Appoints committees as necessary

Requirements:

- Strong commitment.
- Attends Executive Board meetings
- Attends monthly General Meetings

Skills/abilities needed:

- Organizational skills
- Communication skills

Bi-Laws:

Article II, Section 2 Board Members and Duties

"The President shall preside at all Board and General Membership Meetings, and shall, with the Board, plan for and carry out the organization's policies. The President shall be an ex-officio member of all committees, except the Nominating Committee."

Article VII, Committees

"Committees, except the Nomination Committee, may be formed by th President as necessary for the works of TAG."

Approved by the TAG Executive Board on November 16, 2006