

## **Responsibilities of President of LGBT Club**

The President shall preside at all meetings of the Members and Executive Board

Solicit and compile agenda for Executive Board Mtgs.

Contributes to crafting and writing of club policies and procedures.

Create and appoint Chairs of needed action committees, and appoint members to fill Board and committee vacancies, as per Bylaws.

Correspond and communicate club and fiscal business with Rec Center including all room reservations and facility management issues or appoint a proxy.

Attend mandatory facilities request submission day(1/yr) or appoint a proxy.

Attend mandatory Rec Center club officer mtgs(2/yr) or appoint a proxy.

Update current members and welcome new members at club gatherings.

Review secretary minutes prior to publishing.

In conjunction with Communications Director, create email announcements and reminders for upcoming events/meetings.

Coordinate (in conjunction with other officers)that key personnel are present at all club functions.

Signatory (2 required) on checking account.