

# PRESIDENT

## Duties and responsibilities

- The president shall be responsible for ensuring an accurate budget is presented to the board prior to the beginning of the calendar year.
- The president may approve expenses over 10% of budget line items.
- As the face of Theatre West, will be responsible for offering advance ticket sales to clubs through phone calls, visits to the clubs or emails. Other board members may be called upon to assist in this responsibility.
- Shall preside at all regular and special meetings of Theatre West.
- Shall supervise the activities of this organization.
- Recommend to the club board, three members of the nominating committee and other members to act as non-voting Committee Chairs.
- May participate as a member of any committee except nominating.
- Set time and place and preside during Board and General Membership Meetings
- Solicit agenda items for Board Meetings
- Supervise the activities of Theatre West. This includes ensuring the website is up to date, forms such as CR-5, CR-6, CR-14 are filed in a timely fashion
- Review and sign the annual CR-7. Review the CR-15. Ensure both documents are submitted by February 15.
- Review and approve Board Secretary General Meeting minutes prior to publishing.
- Be a signatory on the bank account.

- Correspond and communicate club business with the Rec Center
- Contribute to crafting and writing club policies and procedures.
- When term is over, using the CR-5a (Passing the Torch), to assist the incoming President with duties and responsibilities.
- Overall responsibility of all finances by following approved budget.
- Ensure all board members have binder with job descriptions.
- Update and revise all job descriptions once a year.