

ROLE TITLE: President

PURPOSE OF ROLE¹: The purpose of the President role is to assure that the mission of Boomers Rock is fulfilled over time, in accordance with its bylaws and mission statement.

RESPONSIBILITIES²:

- Officer of Boomers Rock.
- Responsible for leading all called Board meetings.
- Responsible for the annual general membership meeting.
- Responsible for assuring that all inquiries and concerns are addressed.
- Responsible for establishing a positive partnership relationship with HSV POA management.
- Authorized to sign checks.

SPECIFIC ACTIVITIES³:

- Calls and conducts all Board meetings and creates an agenda for each.
- Responds to, or delegates the response to, all inquiries and concerns.
- Designs and plans the annual membership meeting.
- Attends committee meetings as ex-officio member.
- Maintains all BR job descriptions.
- Writes letter thanking BR volunteers for their service, notifying them of the appreciation luncheon.
- Writes welcome letter to be sent to all new BR members.

¹ Why this role is important to Boomers Rock

² No matter how it gets done, what is this role responsible for accomplishing. Start each entry with "Responsible for. . ."

³ If there are specific tasks that this role must do, enter them here. Start each entry with a verb.