

IWCNE President

Purpose of the Position

The President is an Officer of the club and leads the IWCNE Membership. She acts as ambassador for the club to outside organizations and non-members. The President also represents IWCNE on the WCI Board of Directors.

Duties

The President presides over all IWCNE meetings. She is authorized to disperse club funds as requested by the Executive Board and shares the authority to sign checks with the Treasurer. The President is an ex-officio member of all club committees. The President works to spread the mission of IWCNE and to bring in new club members.

Meetings

1. Manages and runs the monthly Executive Board meeting as follows:
 - Secures a meeting room and sets the meeting time and dates.
 - Solicits input for the agenda; creates and distributes the agenda prior to each meeting.
 - Runs the meeting according to standard meeting protocol: reviews financial report, meeting minutes, old business; announces new business, ensures all Board members give their reports.
2. Runs the membership business meeting at each monthly luncheon.
3. Manages and runs the Annual Meeting in January as follows:
 - Ensures a smooth and orderly transition of the outgoing and incoming Board.
 - Presents the annual charitable gifts to the charities previously selected by the Charity Selection Committee.
4. Represents IWCNE at all WCI Board of Directors meetings.

Committees

Nominating Committee: Appoints two members from the Executive Board (exclusive of the Vice President), one of whom serves as chair.

Charity Selection Committee: Co-chairs this committee with the Fundraising Chair and participates in soliciting, vetting, and selecting charities the club will support during the upcoming calendar year.

All other committees: Ensures that all committees are working to reach their goals.

Fundraising

The President attends as many fundraising events as possible.

Administrative

1. Ensures IWCNE by-laws, job descriptions, membership directory, and promotional material are updated annually or as needed
2. Sends condolence notes, get well cards, and thank you notes on behalf of IWCNE as appropriate.
3. Writes the President's monthly message for the IWCNE newsletter.