

Responsibilities of Board President

Time commitment is less than 10 hours per month

- Serve as Chief Executive Officer of the Board, supervising and overseeing the affairs of the Guild and the activities of the officers.
- Plan the Guild's objectives, programs, and meetings in cooperation with other officers and the committee members.
- Prepare the agenda and preside over Board and Membership meetings. (Board meetings (using Robert's Rules of Order simplified) are usually once a month via Zoom; membership meetings are twice a year in August and January/February.)
- In the name of the Guild, execute contracts or other instruments that are authorized by the Board.
- Be the second signatory (with the Treasurer) on the Guild bank account and be available to sign checks if needed.
- Appoint committee members and delegate duties to them.
- Have a good working knowledge of the Guild's bylaws, rules and policies. Drive the implementation of policy updates and good governance processes.
- Review Board meeting minutes and send them by email to the Board for approval.
- Be an active volunteer in Guild affairs.