

President Position Description

According to Ikebana International and Chapter Constitution

"The President shall preside at all meetings of the Chapter and of the Chapter Board and shall be the official representative of this Chapter at meetings of cooperating and affiliated organizations. The President shall, with the approval of the Chapter Board, appoint Chairpersons of Standing and Special Committees and shall serve as an ex-officio member of all committees except the Nominating Committee. The President shall appoint the Parliamentarian.

The President oversees all Chapter activities and communicates with all Officers and Committees.

Annually:

Schedule Board Meetings, usually the first Friday of the month unless conflict. Send to Yearbook and to Office at COTH to reserve Conference Room.

Also make sure COTH has a schedule of our General Meetings in Evans Hall. Alert them of any changes or cancellations.

Gail Hamilton COTH Secretary cell is the best : 727-391-2919
office@coth.org

Church Office: 727-391-2919

Facilities Manager/ set up: William Fuentes – 727-515-5075

Also send this schedule to Stephanie English, Florida NAR Coordinator:
narikebana@gmail.com

Provide an introduction, photo and Mission Statement to Webmaster for our Chapter website.

Monthly:

Announce by e-mail all Board Meetings, time and place and send out a meeting agenda to Board of Officers (Board) and Committee heads asking to RSVP and for other meeting issues to add to the agenda.

Run the Board Meeting by Robert's Rules and keep order. Reports by all directors and committees. Ensure the recording secretary gets the important facts, new ideas and discussions. Vote on issues that require it. Settle any Old Business and list New Business at meetings conclusion. The Board and Committees review the Recording Secretary's minutes after they are compiled for any corrections.

Write a monthly President's Message for the Newsletter.

Initiate the monthly General Meetings by welcoming all, introducing the topic and the Programs Chair. Make sure Membership keeps a record of all member attendance and guests. Make sure all runs smoothly and in fairness to all factions.

Run the General Meeting Business Meeting.

Run the Annual Planning Meeting in May or June.