

Firebelles President

Job Description

RESPONSIBILITIES:

- Lead the organization for a one-year term
- Preside over the monthly Board meetings and General Membership meetings (sample of Agendas are in President's notebook).
- Appoint a Parliamentarian and all Committee chairpersons.
- Ex-officio member of all committees (except Nominating Committee).
- Act as liaison between LOP Association and Firebelles.
- Work with Treasurer to prepare annual Budget and present it to the Firebelles Board at their September (or October) meeting. Have it voted on by the general membership at the September (or October) meeting. Monitor budget to actual expenses at mid-year.
- Monitor the Suggestion Box and handle or redirect the suggestions.
- Work with the Webmaster to keep web pages updated.
- Appoint Auditor to audit the Treasurer's books within 30 days following the June meeting.
- Speak at the Bi-Annual LOP Welcome Social. Make calls to all ladies interested in joining FB.

CALENDAR:

Administration's master calendar is for a calendar year, so when you begin your Presidency in mid-June, the remainder of the present year's dates are already on Administration's master calendar. Be sure to check the remainder of the present year and make any necessary changes. (If, for instance, you want to change the Board Meetings back to 10:00 am or a different day of the month, the dates will need to be adjusted with Administration). Then, prepare and submit to Administration your Calendar requests for the next year as soon as possible.

Note: Even though your term ends in June of next year, be sure to request Board and General Meeting dates, and dates for fundraising events for the following year. Dates can always be adjusted later with Admin if need be, but it's really important to get something on the main Admin Calendar early or you may not be able to get a date at all. (Food and Beverage department books for outside events far in advance.)

Suggestion: Consider scheduling the December luncheon meeting for 2nd Thursday in December for better attendance and ease of scheduling music for program.

GENERAL NOTES:

Officers are elected at the May meeting and installed at the June meeting. Firebelles does not have general membership meetings in July and August. The President should start appointing committee chairs ASAP after she's elected at the May meeting. After acceptance of a position, explain requirements of the job and provide an updated copy of the position's job description.

It is helpful to have at least one Executive Board meeting during the summer hiatus to "get acquainted" with your new officers and start the ball rolling on planning your year and fundraising events, especially the dates you want.

Stop in Admin and pick up the Firebelles incoming mail about once a week, and act on it accordingly.

Work with Donations Chairperson and keep track of the donations requested, and by whom. Track whether approved, denied or tabled and notify the LOP Association of all approved requests. Follow up on tabled requests. When preparing cover letters to accompany the donation checks to the Association, always specify:

- (1) exactly what the donation covers, and
- (2) if the donation is not used within 6 months the funds (or any unused portion thereof) must be returned to the Firebelles.

Update and provide a supply of Firebelles brochures (aka Line Cards) to the Associations Welcome Committee Chairperson (sample in notebook).

Storage Containers – The President keeps a set of keys for both containers. The 2nd VP has a key to the "Events" storage container, which holds things pertaining to fundraising events (like Casino Night), and the Decorations Chairperson has a key to the "Decorations" container which holds things used for luncheons. These keys should always be passed on to the new President, 2nd VP, and Decorations Chair each year.

In February, appoint three members to the Nominating Committee.

Generally, in March (or early April) the Association's Activities Director asks for volunteers to help work or donate baked goods for the Easter Eggstravaganza.

At the June meeting, solicit baked goods for the Pinesmen's 4th of July celebration (Cake Walk).

In June, plan the In/Out Luncheon menu with Manager of Food and Beverage. Invite all outgoing Officers and Chairpersons. Next year's president invites her new incoming Officers and Chairpersons. Coordinate so an accurate headcount can be submitted to Admin. At this meeting, the gavel is passed to the new President and she conducts the meeting. Always carry the Standing Rules and By-laws to all meetings.