



January 2025

# PRESIDENT

## 1. PURPOSE:

Lead the Firebelles membership according to Robert's Rules of Order, the Constitution, Bylaws and Standing rules.

### A. Responsibilities:

- i. Preside over the Executive Board meetings and the General Membership meetings.
- ii. Appoint a Parliamentarian and all Committee Chairs.
- iii. Act as a liaison between LOP Association and Firebelles.
- iv. Be ex-officio member of all committees EXCEPT the Nominating Committee.
- v. Work with Treasurer to prepare the annual budget for presentation to the Executive Board and General Membership.
- vi. Monitor budget to actual at midyear.
- vii. Work with Webmaster to keep Website current.
- viii. Be prepared to select dates for next year events.
- ix. Call special meeting as needed to keep organization on task.
- x. Appoint an Auditor to audit the books at close of the year.
- xi. Speak at LOP Welcome Social, make call to interest individuals.
- xii. Trouble shoot as needed.

## 2. SKILLS:

Good leadership skills, organized, good listener and the ability to work under pressure. Computer skills a must. Good writing skills. General knowledge of budgeting processes.

## 3. BUDGET:

As approved by General membership