

President's Duties
(as I do them)

Write article for the Newsletter

Proof the Newsletter

Ask for agenda items from the membership for the agenda

Prepare the agenda for the monthly meetings

Send the agenda to the membership

Get key from Antioch Township Supervisor's Office for the Meeting Room

Open the Meeting location at 6 pm

Help with any set up that is needed

Chair the meeting

Make sure the meeting room is neat and tidy before you leave

Lock the door

Ask for agenda items for the Business Meeting from the Board and the Committee Chairs

Prepare the agenda for the Business Meeting

Pass out the agenda to the membership

Set up the zoom for the Business Meeting and send out to membership

Chair the Business Meeting (We are only required to have 6 business meetings a year)

Monitor the budget

Regularly check emails and answer any questions or forward to the appropriate person to handle

Forward any information necessary to the membership

Send out welcome email to new member