

Spokane Watercolor Society (SWS)

President's Responsibilities (Job Description)

Responsibilities include but are not limited to the following

Support the mission

Provide a vision for SWS

Set goals

Recruitment, membership skills and future events

Uphold and enforce standards, rules and procedures

Maintain a general understanding of Federal and Washington State nonprofit law

Ensure reporting requirements are met

Lead meetings (General Membership & Board)

Use Robert's Rules of Order as a source document

Determine Time and Location

Develop & Publish Agendas

Coordinate and publish minutes

Approve future workshop guest artists

Approve show jurors

Write contracts

Strive for excellence

Be a second signature on financial matters

Oversight for all board positions

Monitor future event scheduling

Advise other board members. (Include training as necessary.)

Manage the website

Ensure the responsibilities of other board positions are accomplished

Listening to feedback from members and board

Notifying the State of any changes in Presidency as required

Creating and enforcing contracts

Maintaining a library sufficient for the Operation of SWS including:

Articles of Incorporation

Bylaws

Rules and Procedures Information

Institutional memory master sheet of:

Passwords

Log-in information

Security question answers

Uniform Resource Locators (URL)

Email addresses.

Legal documents

Contracts and agreements