

Co-Presidents Position Description

Responsibilities of the Co-Presidents

- Attend all SEPARID Board and General membership meetings.
- Represent SEPARID in all activities.
- Supervise and direct the business and affairs of the organization.
- Submit a Co-Presidents' report to the SEPARID Board in preparation for each Board and General membership meeting via mail or email.
- Delegate duties to members of the Board.
- Periodically communicate with Board members to assess needs, progress and duties.
- Present concerns and issues pertaining to the membership as they arise.
- Moderate the Board Yahoo group.
- Participate in all board discussions on the Board Yahoo group.
- Participate in all votes held on the Board Yahoo group.
- Prepare and forward agenda to the Corresponding Secretary at least 30 days prior to General membership meetings.
- Approve Board and General meeting minutes prior to posting.
- Appoint committees as provided for in the By-Laws.
- Create committees as deemed necessary to promote the organization.
- Act as a liaison to SEPARID committees as needed.
- Write a Presidents' column in the SEPARID Newsletter.
- Maintain signature power with treasurer on all SEPARID accounts. Sign any and all checks except those prohibited by Law or the By-Laws.
- Prepare and distribute an annual report to the membership.
- Perform duties of district representatives to the PARID Board.
- Present issues pertaining to SEPARID members to the PARID Board.
- Other duties as required.

Responsibilities at Board Meeting

- Attend all Board meetings.
- Prepare agenda and distribute/post seven days prior to Board meetings.
- Conduct the meeting according to Robert's Rules of Order.

Responsibilities at General Membership Meeting

- Attend all General membership meetings.
- Prepare agenda and send to corresponding secretary at least 30 days prior to meeting.
- Conduct the meeting according to Robert's Rules of Order.

DOCUMENT HISTORY

Established 03/2007