

Wenatchee Area Genealogical Society
Job Description

President

Reviewed April 2023

From WAGS Bylaws:

“The President shall perform the duties usually associated with the office, shall appoint committees for carrying out the aims and desires of the Society, and shall preside at the regular and special meetings of the Society and of the Board of Directors. The President shall be an ex-officio member of all committees except the nominating committee.”

1. Chair all membership and board meetings
 - a. Prepare agendas for each. Email the board agenda to board members a few days in advance.
 - b. Follow the Board Operational Calendar. Be responsible for operational oversight, particularly fiduciary responsibilities.
 - c. Be committed to and facilitate Board education.
 - d. Follow Robert's Rules of Order.
2. Organize and facilitate the yearly board strategic planning meeting.
See that the strategic planning goals are addressed throughout the year.
3. Be the liaison between WAGS and other organizations in the community, as called upon.
4. Appoint
 - a. Budget Committee to meet early January
 - b. Audit Committee for a January-February meeting
 - c. Nominating Committee to be active March through June (one member comes from the membership; board appoints one member; president appoints one member)
5. It has been customary for the president to write and distribute the President's Letter each month.
6. Make sure events and updates are put onto the website in a timely manner.
7. It has become customary for the president to make a list of Action Items mentioned at each board meeting. This serves as a reminder of things that need follow-up so that ideas and suggestions are not forgotten.

WAGS connects, collects and protects family histories.