

**South Patrick Residents Association
President – Position Description**

Authority: Bylaws, Article VI, Section 1.

- Elected by the membership at the Annual meeting.
- Serves a one (1) year term and may be re-elected.
(The Fiscal year is January 1 – December 31)
- Authorized to act in the name of the corporation.
- Authorized to sign correspondence in the name of the corporation.
- Authorized to call special meetings of the board.
- Authorized to fill vacancies on board when positions become vacant.
- Is one (1) signatory authorized to sign checks on behalf of the corporation and may expend up to \$300.00 without board approval.

Duties:

1. Preside at all meetings and appoint someone to act in his/her absence.
2. Set the agenda and forward to the board and publish on the website prior to meeting.
3. Enforce the observance of the Bylaws and established Rules of Order.
4. Appoint chairs for the Nominating Committee, the Elections Committee and any other Committee(s) that may be necessary.
5. Is an ex-officio member of all committees.
6. Keeps the Vice President informed of actions undertaken on behalf of the corporation.