POSITION OVERVIEW:

The President of WIL is responsible for organizing and running the monthly luncheon and monthly board meetings. She also coordinates with Board members to assure their responsibilities are being accomplished and helps with whatever is necessary to accomplish the overall mission of Women In Leadership. She may represent WIL at community events.

MONTHLY DUTIES:

1. Review board minutes from the previous month’s meeting.
2. Develop agenda for monthly luncheon and email to board. *(Due Tuesday before luncheon)*
3. Attend the monthly luncheon. *(11:15 arrival time, 2nd Thursday of every month minus July)*
4. Compose monthly board report. *(Due @ 5:00pm Tuesday before board meeting)*
5. Attend monthly Past President meeting.
6. Send out Board meeting reports request via email and compile Board packets.
7. Review budget and work with Treasurer to ensure finances are on track.
8. Attend monthly board meeting. (*3rd Thursday of every month)*
9. Compose monthly newsletter article and forward it to VP of Public Relations. *(Due the 25th of every month)*
10. Oversee and coordinate Board which includes working with members of the Board to ensure their duties are being completed and that they have support as needed to perform their functions.
11. Cross train President Elect for the President role.
12. Request to be part of the annual WIL conference and provide an overview of the Organization at the lunch.
13. Revise by-laws as needed and ensure they are on the website and available to Board Members.
14. Share goals developed with the Board in the retreat at the August luncheon with a report back by end of the program year.

*Specific activities recommended by month:*

JULY

1. Conduct the July board retreat where the upcoming program year plan can be discussed (typically a 3‐hour meeting in the afternoon).
2. Write website introduction at beginning of new presidential term (July).
3. Request Contact List from VP of Membership.
4. Present the Budget.

AUGUST

1. Board votes to approve budget.

FEBRUARY

1. Gather nominations for Outstanding New Leader Award
   1. Request from VP of Membership the names of new members (within last two WIL calendar years)
   2. Request from VP of Reservations the number of invited guests the new members brought to monthly luncheon.

APRIL

* + - 1. End of year budget review. Where do we stand/what do we have left?

MAY

1. Collect Outstanding New Leader Award to present at Awards Luncheon and coordinate with VP of Awards & Scholarship.
2. Request yearly donations from Treasurer (“speaker fee” to a charity/NFP, food drives, clothing drive, donations through Toot Your Horn and donations through our speakers) and send to VP of Public Relations for final newsletter (June).

JUNE

1. Work with Treasurer to purchase Board of Directors gifts to be presented at the June luncheon ($25 each value).

***Total Time/Month: 7-8 hours (monthly meeting, board meeting & report)***