

Position Description

President

Position Purpose/Overview:

The position of President is an elected position. This person becomes a voting member of the OCC board of directors. It shall be the duty of the President to preside at Club Board Meetings, to abide by and enforce the Bylaws of the Club, and to appoint committee chairpersons as required.

Duties & Responsibilities:

- 1) Attends Monthly Board Meetings
- 2) Sets the Agenda for monthly Board Meetings
- 3) Approves with signature monthly Board minutes
- 4) Provides to the Board, with the assistance of the Treasurer, a yearly budget
- 5) Provides a monthly article for the Club's newsletter
- 6) Co-ordinates locations for Club meetings
- 7) Attends weekly club meetings

Zoom Meetings:

When the Olympia Camera Club needs to use the Zoom platform, the President will host the platform during Board meetings.