

Guidelines for President and/or Co President

The President and her Board under her supervision is responsible for all actions and communications of the Club. Duties included but are not limited to:

1. She is in charge of the Board of Directors and will set the time and date of this meeting and any other meetings for the membership of HSWWC.
2. The President will preside over all monthly meeting of the Members and Board members as well as any other special meetings for the entire membership.
3. The President will select all committee chairpersons. She will also select the chairperson for Social Activity Committees, Fund Raising Committee, Nominating Committee, and the Bylaw Revision Committee as required. She will appoint two members annually to Audit the Financial Records. The Treasurer should not be one of the two appointed.
4. The President along with the members of the Board will be responsible for creating a social calendar annually.
5. The President is ex-officio member al all committees with the Exception of the Nominating Committee. She will be invited to all committee meetings.
6. The President will arrange for a Joint meeting with the outgoing and Incoming Officers of the club to facilitate a smooth transition.