
Palm Harbor Newcomers Cub

PRESIDENT – EXECUTIVE BOARD/BOARD OF DIRECTORS

Term of Office:

One year: June 1 to May 31.
May be elected to one
additional consecutive term.

Purpose:

Chief executive and
operating officer of the Club

Qualifications:

- Be no more than a seven-year member of PHNC at the time of first election
- Be a year-round area resident.
- Be computer literate.
- Be willing to serve and have adequate time to serve.
- Have the ability to meet deadlines.
- Have the ability to delegate.
- Have the ability to work collaboratively.
- Have the ability to serve with ethical standards and confidentiality and without conflict of interest.

Reports To:

PHNC Executive Board and
General Membership

Principal Duties:

- Support the mission/vision/values/goals of PHNC.
- Be an enthusiastic internal and external ambassador for PHNC.
- Abide by the PHNC Bylaws.
- Serve as a member of the Executive Board and the Board of Directors.
- As necessary, call meetings of the Executive Board.
- Prepare and distribute Executive Board, Board of Directors and General Membership agendas at least three days in advance of meetings.
- Attend and preside at all meetings of the Executive Board, Board of Directors and General Membership.
- Be an ex officio (non voting) member of all Special Committees.
- Serve as a member of the Budget Committee
- As necessary, submit budget requests for the position.
- See that all orders and resolutions are executed.
- Along with other members of the Executive Board have the right of final approval of the Chairpersons and Coordinators recommended by the Nominating Committee.
- Tally votes along with the Past President Advisor in the case of a contested officer election.
- At the May General Membership Meeting, install newly elected officers for the coming year .
- Make appointments to fill General Board vacancies with the approval of the Executive Board.
- Appoint an annual Financial Review Committee with the approval of the Executive Board.
- As necessary, sign contracts and other binding agreements in the name of and on behalf of PHNC.
- As necessary, write checks in the absence or unavailability of the Treasurer.
- Delegate tasks and projects as appropriate.
- With input from the Executive Board and Past President Advisor, prepare an agenda for an officer transition meeting/training session following the election of officers agenda for the coming year.
- Pass on materials, supplies and records and train successor.
- Serve as Past President Advisor for one year after vacating presidency.