

LEA COUNTY WOMEN'S NETWORK BASIC RESPONSIBILITIES PRESIDENT

The term of office is from January 1 through December 31 in year following election of office in October.

- Shall be the principal executive officer of LCWN
- In general, supervise and control the business and affairs of the organization.

- She shall have a full copy of all Basic Responsibilities
 - Obtain from Past-President and pass on at end of year

- She shall preside at all meetings of the Membership and the Board of Directors.
 - Conduct all Board Meetings each month
 - Conduct all Membership Luncheons
 - Create the agenda for the Board of Director's Meetings
 - Distribute copies and have approved by Board
 - Create the agenda for the Membership Luncheons
 - (No copies made or not approved)
 - Will arrange with the President Elect to conduct in her absence

- She shall appoint all standing committee chairs except the Nominating Committee
 - Contacts & gets acceptance for each Chair
 - Needs approval of the Board of Directors
 - Shall appoint another Chair if needed during the year

- She shall be the ex-officio member of all the committees except the Nominating Committee
- She shall be empowered to appoint special committees as needed.
 - With the approval of the Board of Directors
 - OR by the direction of the Membership
- She shall submit a monthly article to the LCWN website
- She shall enter attendance records on the LCWN website
 - Shortly after the monthly Luncheon
 - Membership, Guest, and Speaker/Program persons
- She shall Preside first at the Annual Banquet
 - Open, Welcome, Introduce her Board
 - Then pass the Gavel to the incoming President.

- The President shall appoint a person or persons to help her fulfill the duties of this office.