

Friends of Grafton Lakes State Park Policy

Policy Number: 2019.03.31.001
Policy Name: Position Descriptions - Officers - President
Originally Issued: 2/5/2016
Revisions: 3/31/2019
Reports to: Board

Position Description

President

The President serves as the chief volunteer of the organization, and is responsible for ensuring that the Friends Board of Directors is aware of, and fulfills its governance responsibilities, complies with applicable laws and bylaws, conducts board business effectively and efficiently, and is accountable for its performance. In order to fulfill these responsibilities, the President must:

- Preside over the regular board meetings
- Revisit and maintain the organization's vision and mission statements
- Present quarterly and annual reports to the Board.
- Contribute directly to fundraising
- Oversee leadership development
- Appoint and oversee coordinators, Board committees, and working groups (including those for fundraising, membership, social activities, and volunteer management)
- Participate in or preside over Board workshops and task forces
- Assume responsibility for, or delegate responsibilities associated with all vacant offices. Reassign responsibilities as appropriate to the skill set of current officers.
- Maintain communication with the park manager and staff; coordinate or delegate coordination of events and activities with park staff.
- Develop and maintain relationship with organizational members (or delegate this task to a liaison)

The president works to ensure that the organization accomplishes its goals and mission, and performs other duties as the need arises and as defined in the bylaws. The President is accountable to the Board of Directors and is expected to attend all quarterly Board Meetings.

In addition, the President holds specific responsibilities in the following areas. These tasks may evolve with the organization:

(These tasks may be delegated, and should be carried out with appropriate consultation of the other officers and board members.)

- Management
 - Oversee the activities of all other officers, coordinators, committees, and other appointed bodies to ensure compliance and effective execution of duties
 - Delegate tasks as appropriate to promote leadership development, including continuity and succession of the organization.
 - This may include cultivating Board members and officers, including the present and future Vice President, Secretary, and Treasurer.
 - Board member recruitment
 - Develop and administer board orientation for new board members
 - Attendance, representation, and training at regional Friends groups meetings, and at NY Parks events and meetings as appropriate
 - Biennial review of officer & board member responsibilities.
 - NOTE: Once in four years, all officers & board members should be asked to thoroughly review their responsibilities. E.g. this might be discussed at a quarterly Board meeting.
- Board meetings
 - Scheduling
 - Agenda
 - Convene meeting
 - Mail to be presented
- Communication
 - Annual letter to the membership (may be issued more frequently)
 - Annual membership drive
 - Annual letter to volunteers
- IT Resources
 - It is important for the President to provide or delegate the general oversight of the Friends' information technology and communication resources in the following areas:
 - Membership database
 - Website
 - Newsletter
 - Listserv (member & non-member)
 - Social media (Facebook, Meetup, and other)
 - Online repository for documents (Google Drive)
- Financial
 - Working with the Treasurer to ensure
 - the timely development and approval of a budget for the organization
 - the preparation and filing of necessary tax documentation and other legal documentation in compliance with state and federal requirements

Specifically, the following responsibilities accrue with the President should the tasks not be delegated to an appropriate officer, board member, coordinator, or committee.

- CHAR500 Reports (annual)
- IRS 990-Ne postcard (annual – May 15)
- Report to NYS Education Department (annual)
- Conflict of Interest Statements

The President must also be willing to take on other duties as required of the organization, as may arise.