

Harford County Running Club

President

Position Description

Job Purpose

The president is the principal leader of the club and has overall responsibility for the club's administration. He/She is responsible for leading the annual planning of the club (consistent with the views of members), as well as working with the board to prioritize its goals.

Essential Functions

- Preside at all regular meetings.
- Present at each annual member meeting a report of the work of the organization.
- Appoint all committees, temporary or permanent.
- See all books, reports and certificates required by law are properly kept or filed.
- Have such powers as may be reasonably construed as belonging to the chief executive of any organization to include but not limited to signature authority for the organization.

Additional Responsibilities and Notes

1. Assess the current state of the club by identifying its strengths and weaknesses and set goals to improve the club's effectiveness.
2. Develop an action plan for annual goals, which support long-term achievements.
3. Continuously monitor the club's progress toward goal accomplishment and the activities and responsibilities of all officers and appointees.
4. Ensure all officers and committee leads thoroughly understand their roles and responsibilities
5. Keep officers on task and provide assistance for committees to run smoothly.
6. Ensure that all tasks delegated to board and committee leads are done correctly and completely.
7. Arrange and conduct annual members meeting.
8. Establish good relations with other MD RRCA Clubs
9. Continually seek feedback from club members to ensure that the board is acting in the best interest of members
10. Conduct elections for new officers as needed, and confirm that they learn about their respective offices