



Destination ImagiNation
Clarence DI Boosters

P.O. Box 249
Clarence , NY 14031
www.clarencedi.com

President Job Description

- Endeavor through his/her office to suggest policies and plans that will promote the interest of the Association.
- Generally supervise and direct the affairs of the Association.
- Preside at the meetings of the Association and the Executive Board.
- Call meetings of the Executive Board and the membership as provided in the Bi-Laws.
- Be responsible for giving notification of and developing agendas for all regularly scheduled meetings of the Executive Board and the membership.
- Examine the books of the treasurer and committee reports on a regular basis and at least once a year.
- Seek any approvals appropriate and necessary for any Association activity.
- Inform the membership at the regular meeting immediately preceding the annual meeting that nominations for candidates for elected office will be processed by the nominating committee for the presentment of the Annual Meeting.
- Update newsletter on Clarence DI website quarterly.
- Coordinate public relations and represent the Association in the general public.
- Coordinate School Liasons.
- Have signing authority over the Association's bank account.
- Perform other duties and write reports as they pertain to the office of the President.
- Coordinate team manager training annually.