

FRIENDS OF WEEKI WACHEE SPRINGS STATE PARK JOB DESCRIPTION

JOB TITLE: President

TERM: Two years

PURPOSE: To supervise board members as the principal elected officer of the board.

REQUIREMENTS: Is a voting member of the Board in good standing as defined in bylaws.

RESPONSIBILITIES: The President is the primary liaison between the Board and the Manager of WeekiWachee Springs State Park.

The President is designated by the Board of Directors and/or bylaws as one of the signing officers for certain documents. In this capacity, the President may be authorized or required to sign or countersign checks, correspondence, applications, reports, contracts or other documents on behalf of organization.

Ensure that the Board of Directors and its members are aware of and fulfill their governance responsibilities: comply with applicable laws and bylaws; conduct board business effectively and efficiently; are accountable for their performance.

Preside over meetings of the board and Executive committee.

Propose policies and procedures.

Serve as ex-officio ("by virtue of the office") member of all committees.
Monitor the performance of Directors and Officers.

Submit various reports to the board, to funders, and to other "stakeholders".

Propose the creation of committees; appoint members to such committees.

Perform other duties as the need arises and/or as defined in the bylaws.

TIME REQUIRED: Attendance at Board meetings as required to deliver reports plus any other time deemed necessary to execute the responsibilities of the position.

RESPONSIBLE TO: The President is accountable to the Board of Directors or Members as specified in the bylaws.

BENEFITS: Recognition of key role performance.

12/18/12