

## President

- Coordinate and preside over all general membership meetings and ensure the room is set up for the meeting. Check with each Board member to see if they have anything to add to the agenda including the teacher. Create, make copies and distribute the meeting agenda.
- Coordinate and attend all board meetings, create and distribute agendas, including reminders about date and location.
- You may call special Board meetings when necessary, giving the Board 48 hours notice beforehand.
- You may call special General membership meetings, giving the members 72 hours notice of the special meeting. Attendance is not mandatory. This would only take place in extreme circumstances. (Teachers resignation, severe classroom problems, special financial decisions, etc.)
- Coordinate and plan the Meet & Greet picnic.
- Coordinate and plan Orientation.
- Partner with the Christmas party/Send off Chair to ensure parties/events are being completed/organized appropriately.
- Coordinate any board events (Christmas gift exchange, potlucks, etc.)
- Attend the budget meeting with the Treasurer, VP, Fundraising chairperson, teacher, and two general members. The treasurer will organize and coordinate this meeting.
- Attend the audit with current and previous years President, VP, Treasurer, Fundraising Chairperson, and Accounts Receivable. The treasurer will organize and coordinate this meeting.
- Attend teacher contract and coordinator contract meetings yearly. The coordinator will set up this meeting.
- Coordinate any special events (Magic Show, Trike-a-Thon, etc.)
- Attend at least one GDCNC workshop during the school year if possible.
- Check with each Board member monthly to make sure they are fulfilling their job requirements. Also check with advisors regarding their assigned jobs to be sure all jobs are being fulfilled as required.
- Oversee good communication among the membership; play the peacemaker.
- Handle any conflicts that arise among Board members.
- Create the school calendar prior to orientation.
- Discuss school scholarship and holiday charities, if the board wants to do something like this.
- Recruit and try to fill board positions for the following school year.
- Answer questions from members, handle any conflicts that may arise, etc.
- President is a non-voting member of the board.
- Act as liaison to the Church Board, including getting approval on the school calendar and renewing the lease agreement.
- Along with Vice President, handle job descriptions and rewrites as needed.