

Art Council of Southwest Florida



JOB TITLE: President

POSITION REQUIREMENTS:

- Must be a Full Time Florida Resident

JOB DESCRIPTION:

Arranges for public venues that comply with Florida's Open Meeting Law (community libraries, for example) for Officers' meetings and events, if needed

Attends all Board and General Meetings

With assistance of the Second Vice President, arranges the program and obtains speaker(s) for monthly membership meetings.

Draws up an agenda and distributes it to the Officers and Board prior to all meetings.

Calls for a vote on all motions that are made at meetings, after allowing time for discussion, then announces the results of the vote.

Keeps order during discussions and voting.

Calls special meetings when warranted.

Calls for volunteers for specific needs as they arise.

Appoints chairpersons for all standing and special committees.

Is an ex-officio member of all committees.

Represents the Art Council at all affairs.

Along with the Treasurer, may sign checks drawn on the Art Council checking account.

Meets with First and Second Vice Presidents after installation to decide on and divide committee responsibilities.