

# **MNC-PAUMCS Job Description**

## **PRESIDENT:**

The President shall:

- preside in a business-like manner at Chapter meetings and meetings of the Executive Committee;
- prepare an agenda for distribution at all meetings and have it available in advance for the Executive Committee;
- have a working knowledge of parliamentary law and a thorough understanding of the Bylaws;
- appoint a parliamentarian as needed and any ad hoc committees as needed;
- submit a column for the newsletter at least once during the year;
- submit a written report at the Annual Meeting;
- submit a written report as requested for the National PAUMCS annual Conference;
- submit a written report for the MN Annual Conference;
- keep in contact with officers and committee members;
- attend committee meetings as needed, per bylaws.

While presiding, the President has no voice or vote, shall refrain from entering the debate of questions before the assembly, and shall extend every courtesy to the opponents of a motion.