

# GUIDELINES FOR CSADA PRESIDENT--2014

The By-Laws provide guidance for all functions of the Association, including a job description for the Office of President: Please review especially Article II.

"The President shall be the chief executive officer of the Association and the public representative of the Association." (Article II, Section II C).

## The prime functions of the President are to:

1. Set the agenda for the regular meetings, after considering requests from the members.
2. Conduct the regular meeting of the association, and facilitate discussion and decision-making.
3. Call a Board meeting as necessary, set the agenda for the meeting, and guide the Board in framing the wording of votes to go before the membership.
4. Appoint Committee Chairs for the standing committees of the association, and work with the Show Committee chair to choose show committee members and future show chairs.

## **FIRST JOBS AS PRESIDENT:**

1. Read the By-Laws and refer to them regularly.
2. Check with Treasurer to make sure bank forms are in order when the administration changes.
3. Choose committee chairs. Review the current Committee Chair list, consider those you may wish to stay on in their positions, as well as opportunities to bring in new people. The committees are: Ethics, Friendship, Membership, Brochures, Advertising, Publicity, Records/Archives, Website Design and Maintenance, and Show. The elected officers and the chair of each committee comprise the Board.

Be sure to provide a list of officers and committees to the corresponding secretary to be mailed/e-mailed with the first meeting notice in August (see example included in this packet).

There are currently three additional committees, whose chairs *do not* serve on the Board. These are specific tasks assigned to one individual and include: website communication (handles emails delivered to our website), mailing list manager (for show cards), membership directory.

4. Look for ways to involve ALL members of the Association, and the sooner after they join, the better. This includes out of state members. Consult the membership applications for indicated preferences, as well as the Show Chair and the Board for ways to involve members.

5. Talk with the Show Chair about the membership of the Show Committee (including the co-chair) for next year. It is highly advisable for the Treasurer to serve on the Show Committee.
6. Aid the Show Committee in the choice of a Show Chair/Co-chair.
7. August Meeting Notice: This is the most complicated notice of the year, as it includes:
  - minutes of the May meeting
  - meeting notice for the September meeting
  - host list for the year
  - list of officers and committees

The Corresponding Secretary will need assistance on getting this notice out correctly and in a timely manner.

8. Set up a computer address list for all members, as you may wish to communicate directly with the membership on issues that arise during the year.
9. Set up a computer address list for your Board, as you will often communicate with the group to call meetings, handle email discussions, etc.
10. Conduct the election of the Member-at-Large, who also serves on the Board. Nominations should be taken at the September meeting, and, if only one person is nominated, should be elected in September. Otherwise, the election should take place in October.
11. Remember that votes on important action items (by-law changes, membership applications, Nominating Committee report, election of officers, etc.) cannot take place unless they have appeared in the meeting notice that goes to the membership.

**OTHER RESPONSIBILITIES:**

1. Review job descriptions with all new officers.
2. Make sure new items voted on or changes made in the By-Laws get into the hands of the new President.
3. Work with the Recording Secretary to ensure that meeting minutes are accurate and appropriate.
4. Work with the Corresponding Secretary to ensure that the Meeting Notice goes out in a timely manner (ideally about two weeks before the next meeting).

**IMPORTANT DATES:**

1. September: Nominate and elect Member-at-Large. Arrange Christmas Party through Friendship Committee.
2. November: Vote on any pending membership applications.
3. March: Elect Nominating Committee (3 members, cannot include current officers). Slate of candidates will appear in April meeting notice.
4. April: Nominating Committee shall announce slate and accept nominations from the floor.
5. May: Election of officers. Vote on any pending membership applications.

**SAMPLE GENERAL MEETING AGENDA:**

1. Call the meeting to order.
2. Announce attendance (from Corresponding Secretary) and whether there is a quorum. Quorum consists of 1/3 total membership and two officers.
3. Call for additions or corrections to the minutes of the last meeting.
4. Call for treasurer's report.
5. Call for committee reports.
6. Lead discussion and call for vote on any action items previously announced.
7. Call for old business.
8. Call for new business.
9. Announce host for the next meeting.
10. Announce the program for the evening if there is one scheduled.
11. Adjourn.