

Duties of the President

The President shall:

- Become familiar with and follow the club's constitution, policies and procedures
- Develop the overall program and schedule for his term
- Preside at all meetings of the membership and of the Board of Directors, of which the President shall act as Chair.
- Ensure liaison with Gyrette organization
- Attend District conventions or send delegate to represent the club. Encourage members to attend District functions and to make visitations to other clubs in District
- Schedule the induction of new members, ensuring New Member Kits and pins have been received
- Ensure that "A Welcome to New Gyros" document, which has been personalized by him, is included in the New Members Kit
- Ensure contract in place with the regular meeting venue hotel/location for duration of his term
- Appoint and chair a nominating committee in early May to seek nominees for Vice President and three Directors from active members of the club
- Conduct a pre-handover meeting (suggest before fall Installation) with Vice President to acquaint him with duties and responsibilities and set him up for success and pass on any relevant program planning tools
- Find ways of including Gyrettes in the club social events or other activities
- Try to involve every member in the activities of the club

Revised July 28, 2016