

The President shall:

- Be an Officer of the Unit
- Preside at all meetings of the membership and of the Board of Directors, of which the President shall act as Chair. This specifically includes, but is not limited to, the Annual Unit Meeting and the Annual Unit Awards presentations. In the event of the absence of the President, the Vice President will preside at the meeting.
- Have general supervision of the affairs of the Unit and perform such other duties as are incident to the office or are properly required of the President by the Board of Directors.
- Appoint members to all special positions and chairs to all committees. At present there is only one committee, established annually, which is the Nominating Committee.
- Be elected by the Board of Directors for a term of one year. Officers, including the President, may serve more than one term and shall hold office until their successors are elected.
- Exercise general supervision over the activities of the Board of Directors and provide assistance to Directors as requested.
- Ensure all newly elected Directors are provided with a copy of the Unit Director's job descriptions and advise them how to obtain a copy of the ACBL Handbook of Rules and Regulations for their reference.
- Schedule Board of Directors and membership meetings as stipulated in the Unit 547 Bylaws and shall prepare and circulate an agenda at least one week in advance of the meeting. The Directors shall be provided with advance information to enable them to come to the scheduled meetings with an understanding of the issues/agenda items that are to be discussed.
- Complete the necessary forms notifying the ACBL of the annual unit Board Member and officer changes.
- Work with the District 22 representative as required and/or requested.
- The President can authorize individual expenditures of \$200.00 or less

Position Reference Material:

1. ACBL Unit President Handbook
<http://web2.acbl.org/documentlibrary/units/unitpresidenthandbook.pdf>
2. ACBL Handbook of Rules and Regulations
<http://web2.acbl.org/Handbook/handbook/ACBLHandbook.pdf>
3. VUBC President's historical files (digital and paper)