

## **Club President's Duties and Checklist:**

From the TVKC ByLaws. DUTIES OF THE PRESIDENT - The President shall preside at all meetings, have general supervision of the Affairs of the Club, shall sign or counter-sign all instruments required by the Board of Directors, shall make such reports to the Directors and members as he or she may deem necessary or as may be required of him or her, and perform all such other duties as are incident to this office or are properly required of him or her by the Board of Directors. The President is the chief financial officer of the Club and has oversight responsibility for all Club financial matters.

### **Daily:**

- ☐ Check email and respond.
- ☐ Check Facebook for posts, comments, updates.
- ☐ Facilitate communication between appropriate persons.

### **Weekly:**

- ☐ Check to see that all committees, classes, and meetings are on track. Assist as needed.
- ☐ Assist or facilitate for board members as needed.
- ☐ Assess upcoming events and verify commitments are met.
- ☐ Check website for calendar and info accuracy.
- ☐ Maintain a list of agenda items for next board and/or membership meetings. Coordinate with recording secretary.
- ☐ After each board or membership meeting write a summary note to be emailed to all members by the electronic communications director.

### **Monthly:**

- ☐ Review bank statements via email from treasurer.
- ☐ Review the AKC requirements for clubs list to be sure we are on track.

### **Annually:**

- ☐ Plan Annual Meeting and Elections. (1<sup>st</sup> Wednesday in September)
- ☐ Plan Budget meetings. (Final approval at Nov. membership meeting)
- ☐ Plan and conduct internal audit. (Schedule after September bank statements arrive)
- ☐ Coordinate with Treasurer for review of insurance, IRS 990, state biennial report and other key deadlines for completion and compliance.

### **As needed:**

- ☐ Review minutes and other documents prior to distribution.
- ☐ Represent the club publicly and privately as needed.
- ☐ Meet and thank judges whenever possible.
- ☐ Sign and execute contracts.