

SACRAMENTO HOME WINEMAKERS, INC.

Position Description

Title	PRESIDENT
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This position is: ☒ Elected OR ☐ Appointed by _____

Term of Office One-year term of office, no more than two consecutive terms. Typically follows after completion of one year of the Vice President/Program Chairman position. Past Presidents continue to serve on the Board of Directors of the club for 5 or more years.

GENERAL DESCRIPTION

The President coordinates (through the Board) all club activities for the year. Calls and chairs Board meetings (typically the first Wednesday of the Month), Calls to order regular club meetings (typically third Wednesday of the month). Appoints all Board positions that are not elected officers, and any other Committees as needed. Arranges a substitute coordinator for any meetings and events that the President cannot attend. Created in Bylaws Article V Section 1.

DETAILS OF POSITION

Board Meetings: Set agenda for each month and send out (one week early) to board members and other interested parties. Contact people expected to present items at meetings, chair meetings. (Don't forget to put annual awards and officer elections on agenda) Vice President substitutes when President is unable to be present.

Regular Club Meetings: Call meeting to order, handle any club business, introduce Vice President for program introduction. In November of each year, coordinate elections of new officers (see bylaws). In December of each year, welcome club, announce new officers, either manage or request someone else to manage the evening program. Vice President substitutes when President is unable to be present.

Appoint Board members and Committee Chairmen: Elected Officers are only: President, Vice President, Secretary, Treasurer and Membership Chairman. All other positions are to be appointed by the President , typically: Competition Coordinator, Chief Judge, Cellarmaster, Hospitality Chairman, Newsletter Editor, Historian and Webmaster, as well as any other committees as needed (Bylaws, Passport Weekend Coordinator, Xmas Coordinator, Winemaker's Dinner Coordinator, any Wine Tour Coordinators). If an office or a committee member is unable to act, the President will shall a replacement member.

Other Events (Competitions, Social Events): Make any business or club announcements, or ensure that some other officer can do that for you.