



## **President Responsibilities**

- ◇ Preside at all meetings and set agenda for officer meetings.
- ◇ Work with committees and supports fellow officers as needed.
- ◇ Corresponds with potential new members via email, phone or face-to-face contact.
- ◇ Sign documents and checks as required.
- ◇ Have a master list of active members and Club property and their locations.
- ◇ Turn over all Club property and papers to incoming President.
- ◇ Shall be the official contact for the National Organization of Mothers of Twins Club, including filing all paperwork to keep the club in compliance with National's guidelines. This includes but not limited to: completing paperwork and mailing of Financial Statement in February and completion of dues renewal in September.
- ◇ Will sit on the Clothing Sale Committee, they will not be the chairman of the Sale Committee. They will act as the liaison between the board and the sale committee and will attend all committee meetings and keep the board informed. They will have voting rights on the Sale Committee and act as the board's voice on the Sale Committee.
- ◇ Maintain a master copy of the Club bylaws.
- ◇ Write an article for the monthly newsletter. Send reminders of deadlines to other officers.