

# **PRESIDENT**

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- Attend all meetings / functions listed as required.
- Ensure that members understand their jobs and are able to fulfill those expectations.
- Provide structure so that the work of the board and organizations can be accomplished.
- Plan and preside over all board and director / parent meetings (including elections).
- Work closely with Vice Presidents.
- Prepare bid information and send to vendors.
- Receive bid information.
- Plan and preside over bid meeting with board.
- Finalize bid by contacting vendors, and keep a finalized list of bid information.
- Create calendar for upcoming season.
- Organize facilities for upcoming season.
- Facilitate organizations participant numbers.
- Prepare financial / budget report for season and update for meetings.
- Pay bills, and balance bank account.
- Review vendor bills for accuracy.
- Keep board up to date on upcoming events.
- Plan schedule for board member coverage at play-off games.
- Plan schedule for board member coverage at cheer tryouts.
- Work closely with GPWF and GBBA on schedules, guidelines, and teams.
- Handle conflicts as needed.