

## **Position Description for President**

As revised – 8 March 2006

The GMC Montpelier Section president assumes certain core activities, such as to::

1. Maintain the general well-being of the Montpelier Section of the GMC.
2. Initiate and coordinate Executive Committee meeting schedules and agendas.
3. Chair the Section's Executive Committee quarterly meetings.
4. Communicate frequently with the Executive Committee and Section members in order to encourage dialogue with, and among, Section members.
5. Appoint committees (as needed) and monitor their progress.
6. Preside at the Section's annual meeting.
7. Attend the GMC annual meeting, and deliver a Section report as requested.
8. Participate in scheduled club-wide section officers' meetings.
9. Write quarterly President's Letter for Trail Talk.
10. Act as a liaison between the GMC club-wide and the Montpelier Section activities.

In addition, the president may be required to:

- Assist other Executive Committee members as needed.
- Act as one of the primary contacts for requests received from the Section website.
- Maintain an e-mail correspondence with Section members and other interested individuals.
- Remain aware of Section events and any scheduling or organizational difficulties.
- Assist with coordination of the section-sponsored Taylor Series event and introduce the speaker(s) as needed.
- Coordinate annual meeting reports, and work closely with the annual meeting committee.