

# Job Description for Each Officer or Copy of Bylaws and Highlight Each Office Accordingly If Outlined In Bylaws

## Example:

A. The President's duties shall include:

1. Presiding and maintaining order of all membership meetings, and social events;
2. Explaining and deciding all questions of order;
3. Announcing all business;
4. Performing such other duties as necessary for Club development;
5. Appointing all committee chairpersons for the Standing Committees;
6. Signing Club checks with the Treasurer when required to do so. The President is authorized to cause to be issued, without Board approval, payment not to exceed \$ 250.00 for emergency or unexpected Club expenses.