



PRESIDENT JOB DESCRIPTION

- I. Preside at the board and general meetings.
 - A. Prepare draft agendas for meetings, coordinate them with board members and distribute final agendas prior to the meetings.
 - B. Request board member reports be emailed to all board members prior to meetings.
 - C. Preside at the meetings.
- II. Be the official representative of BAGS in matters concerning external affairs and relations with other organizations.
 - A. Notify appropriate organizations of the name of current president.
 - B. Review all incoming correspondence and forward to appropriate board member and/or committee as appropriate.
 - C. Appoint individuals to serve as BAGS representatives to organizations when the president cannot attend.
- III. Be responsible for the guidance and leadership of the Society.
 - A. Attend meetings and encourage other board members to attend meetings whenever possible.
 - B. Work with 2nd Vice President in arranging guest speakers that are both interesting and beneficial to membership.
 - C. Work with 1st Vice President to establish special projects or programs when required.
 - D. Solicit suggestions from the Board and general membership as to how to promote the Society.
- IV. Ensure that all required government paperwork is completed in a timely manner.
 - A. Confirm that the Treasurer has filed the necessary Federal IRS paper work by the required date. IRS Form 990-N must be filed annually.
 - B. Ensure that the BAGS "Registered Office/Agent" (Texas Secretary of State Form 401) is current. If not, prepare a Form 401 naming the new "Registered Agent" and forward to the Texas Secretary of State.
 - C. Ensure board members are aware that BAGS is exempt from Texas State Sales Tax for items purchased for the organization.
 - D. Ensure that BAGS responds to any requests for information from either federal or state organizations.
- V. Appoint committee chairpersons, subject to approval by the Board.
 - A. Solicit volunteers from the general membership and from board members to fill committee positions.
 - B. Submit nominations for committee chairpersons to the Board for approval.
- VI. Serve as a member ex-officio of all committees, except the nominating committee, in an advisory (non-voting) capacity.
 - A. Attend committee meetings when needed.
 - B. Provide guidance and advice to committees as needed or when requested.
- VII. Hold one post office box key and assign the second key to an officer of the Board.
- VIII. E-mail communication exclusively through BAGS e-mail address president@txbayareagen.org.