

MANASOTA WEAVERS GUILD
JOB DESCRIPTION

POSITION: President

REPORTS TO: MWG Board in an elected capacity

RESPONSIBILITIES:

- Term of Office: one year as President, one year as Past President
- Preside over Board meetings
- Preside over monthly guild meetings
- Appoint all non-elected Board positions
- Pick up mail regularly and file or distribute to appropriate Board member, or assign mail pickup
- Write President's letter for monthly newsletter
- Encourage member participation in meetings, programs and events
- Encourage formation of study groups
- Serve as the primary spokesperson for the guild
- Select temporary (ad hoc) committees as needed, i.e. budget, nominating, long-range planning, etc.
- Represent the guild as needed in the community
- Perform any other duties as may be thought appropriate by the Board

Updated 2/23