

Women's Leadership Network

Job Description-updated July 14, 2008

Position: **President, Executive Board**

Term: One (1) year

Tenure: May not serve on executive board for more than three (3) consecutive terms, assuming the president-elect, president, and past-president as one (1) term.

Duties:

1. The President attends monthly Board meetings. Minimum attendance of nine (9) meetings required per year meeting. The President should attend as many monthly membership meetings as possible.
2. It is the President's responsibility to maintain a sound financial structure.
3. The President is to support and encourage members of the Board, committee members, and the entire WLN organization. The President is responsible for handling conflict management, if necessary.
4. The President is to promote WLN, as well as encourage the membership to get involved.
5. The President conducts monthly Board meetings and sets the agenda based on input from the Board. In the President's absence, she asks the President Elect to conduct meetings. The President sends out reminders with place, date, and time of each monthly Board meeting. If the meeting is canceled or changed, the President must notify members and hosting facility.
6. The President opens each monthly membership meeting. In the President's absence, she asks the President Elect to do so.
7. The President heads and appoints members to any task force formed to facilitate major WLN projects: i.e. Annual conference.
8. The President will serve as judge for scholarship finalists for the Dubuque Area Youth Council, if asked to do so.
9. The President, along with the President Elect, will nominate a new President Elect. At the end of her term as President, she will serve one year as Past President.
10. At the end of her term of office, the President will turn over all necessary documents, PO Box key, files, etc. pertaining to her office to her predecessor. She will be available to answer questions during a transition period.

2008-2009-Pam Hillary

2007-2008-Wendy Wheelock

2006-2007- Kristie Fens
2005-2006-Ann Tressel
2004-2005-Jamie Spect
2003-2004-Megan Tegeler