

# President Policies & Procedures

Term of Office: June 1 – May 31

- Shall be responsible for facilitating the daily operations of the AWA.
- Preside over all meetings of the AWA and the Executive Board including coffee mornings.
- Submit reports to the Secretary, at least one week prior to each Executive Board meeting. In addition, post reports routinely to the appropriate AWA digital location. A paper copy may be kept to pass on.
- Shall update and maintain the policies and procedures for the position of President. These shall be posted in the appropriate AWA digital location. A paper copy may be kept to pass on.
- Shall be informed about the organization, its issues and connection with the members and community.
- Use the Board email system as the primary tool to communicate with members of the Board.
- Liaise with other community organizations. Attend the “All-Heads Committee” meetings.
- Shall organize the agenda for each meeting of the Executive Board and meetings of the general membership with the Secretary.
- Assist in the negotiation of the lease with the landlord.
- Shall work with the AWA Center Coordinator to manage the Indonesian AWA Center Staff.
- Shall work with Programs and Activities Coordinator to arrange programs for Regular, Special and Annual membership meetings as necessary.
- Shall receive a copy of all Event/Activity/Program proposals.
- Shall establish any new committee she deems necessary with the approval of the Executive Board.

- Shall keep all positions of the AWA Executive Board filled, consistent with the AWA Constitution Board position eligibility details (Article VIII, Executive Board), with the approval of the Executive Board.
- Shall be an ex-officio member of all committees except the Nominating Committee.
- Attend monthly coffee morning programs, sponsor programs, as well as Newcomer, Regular, Special and Annual Membership Meetings.
- Submit a year-end report by May 31 to the Secretary. This should also be posted to the appropriate AWA digital location. A paper copy may be kept to pass on.
- Shall support all Special Events of the AWA.
- Coordinate with the Treasurer regarding your budget and financial reports. Arrange for cash advances ahead of time.
- Serve on the Finance Committee.