

University of Minnesota Women's Club Presidents

Job Description

The President is a position which is elected for one calendar year. Normally, the Presidency follows a year of service after being elected the President Elect of the Women's Club. The job of the President is to represent the UMWC to the University of Minnesota and the greater community as well as being the head of its executive board. The President is an administrator who facilitates activities of the organization that reflect the mission and goals of the club.

To this purpose the President will:

- Represent the Club to the greater community and the U of M.
- Act as a facilitator to Club members and committees.
- Lead or initiate conversations among and between our members for the purpose of problem solving.
- Set the agenda and lead board meetings.
- Submit a President's report at board meetings.
- Host Conversation luncheons.
 - Plan the head table seating at luncheons.
 - Plan the speaker, agenda, and set up for the Annual Meeting and Luncheon.
- Speak at events as requested.
- Have a working knowledge of the Clubs by-laws and the ability to enforce adherence to the by-laws in all club activities.
- Publish a Presidents message in the club's newsletter.
- Plan and hold Section Chairs' meetings with the President Elect.
- Create Ad Hoc committees and appoint Chairs, as needed.
- Appoint the chairperson of the Nominating committee and announce that appointment no later than November of her year in office.
- Serve as an Ex-Officio member on Scholarship Fundraising, Finance committees, and nominating committee.
- Maintain a close working relationship with Board, Committee Chairs and Section Chairs.
- Mentor and advise the President Elect as to her duties and responsibilities and how they relate to the administration of the club.
- Advise the President Elect on the duties of the President.
- Submit an Annual Report at the end of her term.
- Update and submit the President's job description at the end of her term.
- Work with the University of Mn Foundation to coordinate our goals with the greater University

Note: Out of pocket expenses related to the job may be reimbursed. Send the request for reimbursement along with receipts to the treasurer.

Catherine Holtzclaw, UMWC President 2022-2023