

President Job Description

- Oversees and coordinates the work of an executive board to run BCC effectively
- Presides at BCC board and association meetings
- Serves as the official contact, communicator, and representative of BCC
- Designated as an authorized signer for BCC checks, contracts, and authorizations for payment
- Serves as ex-officio member of all committees except the nominating committee
- Works with other BCC leaders to facilitate BCC programming and events.
- Manages Website and updates monthly association meeting information

Review files, procedure book and materials from last term to better understand the scope of your new position and learn more about:

- President's role and responsibilities in running BCC
- Duties of each officer and chairman
- BCC policies, procedures, and resources

Start recruiting chairpersons and committee members, selecting first those whose work begins right away such as programs, budget, membership, and communications. Encourage experienced and new members to get involved and share the workload to grow leadership for today and tomorrow.

Networking – Soon after the election, meet with the current president to talk about your new role, what works well and what needs to be tweaked to make BCC even better. Discuss ways to share information and files among outgoing and incoming board members to ensure a smooth transition. Get connected by participating in meetings with your community partners.

Board Orientation – Arrange for the incoming board to meet to begin organizing for the new term. To help select what BCC activities to focus on, encourage everyone to assess last term's programs and efforts. That way, you don't need to reinvent the wheel in making your plans. At your board orientation, take time as well to:

- Set ground rules for meetings
- Identify 2-3 priorities as a team to make a difference in your community
- Review your Bylaws to learn more about BCC
- Check the Insurance to make sure you're up to date
- Get to know each other better and build relationships at a pre-season meeting, your board can also ratify the officers, chairpersons and committee members appointed by the president and fill any vacant board positions so they can begin their activities. This may also be done at the first board meeting after the term begins.

Important Tasks – At the start of the year, submit a board roster, with names and contact information, to the BCC google drive. Remember to update the signature cards for any BCC bank account and any usernames and passwords for access to the BCC website, social media and online services.

Monthly Activities As the team leader, the president oversees and coordinates the work of the executive board in running BCC.

Facilitating:

- Prepare for board meetings and create an agenda to send to the board ahead of time
- Lead board meetings, following the agenda to keep everyone on task
- Review board reports including those prepared by the treasurer and membership chairman plus the secretary's minutes from board meetings
- Sign BCC checks and authorizations for payment along with another, designated board member

Collaborating:

- Touch base with other team members about their plans and preparations for upcoming events
- Meet with BUSD and other community partners to share information on BCC and activities and to clear all BCC written materials before publishing in hard copy or posting online

Communicating:

- Update board, members and community partners on BCC plans and activities, encouraging input and feedback
- Thank BCC volunteers for their time, talents, and efforts
- Promote outreach, inclusion, and diversity to connect families, school and community

Managing Meetings –The president's primary role at meetings is to act as a facilitator to set the tone and manage BCC business in an effective way. The main role of the board is to come prepared and assist the president in working through the agenda.

Here are some ways to help make meetings more effective and productive: Before A Meeting – As part of your preparation, consult with other board members to identify the meeting's chief objectives, activities to engage participants and who will present verbal and written reports. This helps determine what to include in the agenda that you'll create for the meeting. Send the agenda to participants ahead of time and widely publicize the purpose of the meeting. To boost participation, add social time before or after a meeting for everyone to network. And recruit interpreters and translate handouts in home languages for your meetings.

At A Meeting – Successful meetings give you an opportunity to inform, inspire and empower members. To run an effective meeting, keep everyone on track and time by following the agenda. As the facilitator, it's also important to remain fair and unbiased so everyone feels welcome and able to participate. At the end of the meeting, take time to summarize what was accomplished and important next steps for business items.

After A Meeting – Share the results of the meeting with participants to keep them connected to the work of BCC. And follow up with officers and chairmen on next steps and action items to complete tasks and accomplish goals.