



THE MONDAY CLUB OF SAN LUIS OBISPO (TMC) and THE MONDAY CLUBHOUSE CONSERVANCY (TMCC) BOARD OF DIRECTORS POSITION DESCRIPTION (2023)

Position Title: President of the Board / Chief Executive Officer

Term: One Year (May serve up to two consecutive one-year terms)

Administrative Duties:

Pursuant to Section 51 of the bylaws:

“The president shall preside at all board meetings and General Membership meetings, appoint committee members with ratification by the board, except as provided by these bylaws, and be a designated member of each committee, with the exception of the Nominating Committee and Audit Committee.

Subject to such supervisory powers as the board may grant, the president shall be the general manager, or chief executive officer of the Club, and shall supervise, direct, and control the Club’s activities, affairs, and offices through each of the officers and directors. The president shall have such other powers and duties as the board or bylaws may require.

The president shall present a written summary, or Annual Report to the General Membership, on the state of the Club at the annual meeting. To prepare for this report, each director and committee chair shall provide the president with a written report summarizing respective office activities during the Club year.”

In addition to presiding over Board, Executive Committee meetings, and General Membership meetings, the president has a variety of responsibilities. As Chief Executive Officer, the president works with the board, and community to further the organization’s mission. **It is the duty of the president to act in the best interest of the corporation.** The president acts as a facilitator to make sure that the officers of the board are fulfilling their duties as set forth in the bylaws. Working with the board’s governance committee, the president recruits new board members whose vision aligns with the organization. The president appoints committee chairs and is ex officio a member of all committees. Anyone taking on this role must be committed to the organization and must understand the extent of the energy and time required to effectively perform the role.

Qualifications:

The president is expected to review and understand the organization’s articles of incorporation and bylaws, policies and procedures, financial and legal situation, and strategic plan. As the board ambassador, the president acts as a spokesperson to the larger community. The president speaks in public on behalf of the organization and advocates for it.

By modeling appropriate behavior, the president sets standards for board conduct and intervenes if conflicts of interest, or confidentiality issues arise.

Additional Qualifications:

- Demonstrated leadership Respected by the board members
- Capable of leading the board in handling difficult issues
- Demonstrates the ability to communicate, listen and seek input from others Ability to delegate
- Possess strong group dynamic skills to run meetings smoothly and to deal with any conflicts that may arise

In accord with Robert's Rules of Order (Section 47, page 456, line 22):

"Administrative Duties of the President of a Society. All of the duties of the presiding officer described above relate to the function of presiding over the assembly at its meetings. In addition, in many organized societies, the president has duties as an administrative or executive officer; but these are outside the scope of parliamentary law, and the president has such authority only insofar as the bylaws provide it. In some organizations, the president is responsible for appointing, and is ex officio a member of, all committees (with the exception of the nominating committee, which should be expressly excluded from such a provision, and with the further exception of all disciplinary committees; see pp. 579-580).

But only when he is so authorized by the bylaws -- or, in the case of a particular committee, by vote of the assembly -- does he have this authority and status. As an ex-officio member of a committee, the president has the same rights as the other committee members, but is not obligated to attend meetings of the committee and is not counted in determining the number required for a quorum or whether a quorum is present."

Compliance Filing/Reporting:

Pursuant to TMC and TMCC Major Compliance Checklists (contained in the Policy and Procedures Manual, and attached hereto for reference) the president is responsible for overseeing the timely compliance with all reports, statements, tax filing(s) and licensing required by the various governmental agencies in compliance with the California Nonprofit Mutual Benefit Corporation Law (TMC) and the California Nonprofit Public Benefit Corporation Law (TMCC).

Primary Responsibilities:

Prepare Agendas and preside over all monthly Board and General Membership meetings
Facilitate communication between the Board, committee chairs, coordinators, and the General Membership
Guide the Club in the direction set forth by the Board and General Membership
Foster a sense of camaraderie and kinship among all members

Monthly Duties:

1. At the Board meeting, each month, the president will announce on record, the date, time and location of the following Board meeting.
2. One week before the Board and General Membership meetings, the president is to e-mail a proposed Agenda to each board member requesting any additions.
3. One week prior to the Board meeting, each board member is to e-mail a copy of their monthly report to all other board members and president for review prior to the meeting. These board reports will suffice for the General Membership meeting as well.
4. A Final Agenda should be e-mailed to each board member one to two days prior to the Board and General Membership meetings.
5. Drafted Board and General Membership minutes are sent to the president for any additions or corrections, by the Recording Secretary, before they are submitted to the board for review.

June

1. Coordinate with the Membership Chair and Yearbook Chair to assure that the annual yearbook production occurs on schedule and on budget.
2. Assist with upcoming fundraising event(s)
3. Confirm annual SI-100 has been filed by the Treasurer for TMC and TMCC
4. The incoming president to draft a letter to Bank requesting a change in signatories, and those authorized to access the safe deposit box (incoming president and corporate secretary); the letter should be hand carried to the bank along with a copy of the April GM minutes, stating the names of the new board members
5. Contact Mackey & Mackey Insurance Agency, Inc. to advise of the new president and her contact information in case of emergency (password: Morgan). In past years, this information has been relayed by the Treasurer, in coordination with the president
6. Prepare TMC and TMCC BOD Retreat agendas
7. Conduct TMC and TMCC BOD Retreat meetings

July

1. Establish a Committee (Treasurer shall serve as committee chair) to develop a budget for the coming year. The proposed budget shall be presented to the Board, for approval in August, and presented to the Membership in September
2. Verify with 1st VP that the proposed program slate is ready for review and ratification at upcoming TMC board meeting
3. Work with the Newsletter publisher on the Summer Newsletter (to be sent in August)
4. Assist with upcoming fundraising event(s)
5. Confirm with Treasurer that TMC and TMCC sales tax for 2nd Quarter will be paid by July 31
6. Prepare TMC and TMCC BOD agendas
7. Conduct TMC and TMCC BOD meetings

August

1. Prepare (or direct preparation to Treasurer) and file the annual TMCC Non-profit Raffle Program Registration (September 1)
2. Coordinate production of Newsletter with newsletter editor; newsletter is typically sent out to membership between the Board Meeting (last Monday of the month) and the General Meeting.
3. Assist the Membership Chair with planning the bi-annual New Member Soiree.
4. Assist with upcoming fundraising event(s)
5. Prepare TMC and TMCC BOD Agendas
6. Conduct TMC and TMCC BOD meetings

September

1. Finalize the TMC GM agenda
2. Re-confirm that Annual Financial Reports (TMC and TMCC) are posted to the website prior to the GM meeting
3. Send GM agenda once it has been vetted by BOD to the 1st VP and review presentation when complete
4. Conduct GM Meeting
5. Assist with upcoming fundraising event(s)
6. Coordinate production of Newsletter with newsletter editor.
7. Confirm with Treasurer that RRF-1 will be filed by CPA with tax returns for TMC and TMCC
8. Confirm with the Ways & Means Chair that an Event Beer & Wine License (one day event – Form ABC-221) is filed 14 days prior to an event where alcohol will be served and that there will be a registered beverage server at the event. Effective July 1, 2022, RBS training is required by CA Assembly Bill 1221 and Assembly Bill 82 for on-premises alcoholic beverage servers and their managers. The regulations have been incorporated into the [California Code of Regulations, Title 4, Article 25, Sections 160-173](#).
9. Confirm that Treasurer is preparing the Nonprofit Raffle Annual Report (due October 1)

10. Confirm with FAA Committee Chair that applications and any printed or online media have been approved by BOD
11. Verify when FAA applications will be available online and the application deadline
12. Confirm with Treasurer that TMC and TMCC State and Federal Tax Returns shall be filed by October 15 and present copies to board members for review and ratification prior to filing
13. Prepare TMC and TMCC BOD agendas
14. Conduct TMC and TMCC BOD meetings

October

1. Finalize the TMC GM agenda
2. Send GM agenda once it has been vetted by BOD to the 1st VP and review presentation when complete
3. Conduct GM Meeting
4. Assist with upcoming fundraising event(s)
5. Coordinate production of Newsletter with newsletter editor.
6. Confirm with Treasurer that TMC and TMCC sales tax for 3rd Quarter will be paid by October 31
7. Prepare TMC and TMCC BOD agendas.
8. Conduct TMC and TMCC BOD meetings

November

1. Finalize the TMC GM agenda
2. Send GM agenda once it has been vetted by BOD to the 1st VP and review presentation when complete
3. Conduct GM Meeting
4. Assist with upcoming fundraising event(s)
5. Coordinate production of Newsletter with newsletter editor.
6. Confirm with Treasurer that the Annual Property Tax statement/payments will be reviewed with the board before filing
7. Assure that Cal Poly Archives receive a new Yearbook and any other kind of event printed media from the prior Club year
8. Prepare TMC and TMCC BOD agendas.
9. Conduct TMC and TMCC BOD meetings

December

1. Finalize the TMC GM agenda
2. Send GM agenda once it has been vetted by BOD to 1st VP and review presentation when complete
3. Conduct GM Meeting
4. Assist with upcoming fundraising event(s)
5. Work with Membership Chair to determine if any Member will qualify for Lifetime Membership with 35 years of service (in January); recognize at May GM
6. Coordinate production of Newsletter with newsletter editor.
7. Assist the Membership Chair with planning the bi-annual New Member Soiree (typically January and May)
8. Prepare TMC and TMCC BOD agendas
9. Conduct TMC and TMCC BOD meetings
10. Review Property Managers Agreement for renewal with 2nd Vice President – to be renewed on January 1

January

1. Finalize the TMC GM agenda
2. Send GM agenda once it has been vetted by BOD to the 1st VP and review presentation when complete
3. Recognize existing and any new Lifetime Members at January GM meeting with flowers and complimentary lunch
4. Conduct GM Meeting
5. Assist with upcoming fundraising event(s)
6. Coordinate production of Newsletter with newsletter editor.
7. Confirm with Treasurer that TMC and TMCC sales tax for 4th Quarter will be paid by January 31
8. Prepare TMC and TMCC BOD agendas
9. Conduct TMC and TMCC BOD meetings

February

1. Finalize the TMC GM agenda, include: Nominating Committee nominations will be taken from the floor in March: 4 Members (plus one alternate) to serve; reminder to board members, committee chairs and coordinators that Annual Reports are due in April
2. Send GM agenda once it has been vetted by BOD to the 1st VP and review presentation when complete
3. Conduct GM Meeting
4. Assist with upcoming fundraising event(s)
5. Attend the FAA Competition; present welcome speech

6. Coordinate production of Newsletter with newsletter editor.
7. Prepare TMC and TMCC BOD agendas
8. Conduct TMC and TMCC BOD meetings

March

1. Finalize the TMC GM agenda, include: nominations will be taken from the floor for 4 Members (plus one alternate) to serve on the Nominating Committee, refer to TMC bylaws Section 26 for more information; yearly membership dues become due and payable, and will be delinquent on May 31 at which time Membership is forfeited if dues are unpaid (per the bylaws); remind board members, event chairs and coordinators that Annual Reports are due in April; board elections shall occur at the April GM; FAA Awards Winners Program: visual art, classical and jazz music presentations by 1st, 2nd, and 3rd place(if any) winners.
2. Send GM agenda once it has been vetted by BOD to the 1st VP and review presentation when complete
3. Conduct GM Meeting
4. Assist with upcoming fundraising event(s)
5. Coordinate production of Newsletter with newsletter editor
6. Prepare TMC and TMCC BOD agendas; include: request for updated job descriptions
7. Conduct TMC and TMCC BOD meetings

April

1. Finalize the TMC GM agenda
2. Send GM agenda once it has been vetted by BOD to the 1st VP and review presentation when complete
3. Conduct GM Meeting; include:
 - a. BOD Elections: proposed slate for the new board of directors is presented to the Membership by the Nominating Committee Chair; any additional nominations are taken from the floor; if there is only one nominee for each board position then a vote can be taken by a verbal "yea" or "nay"; if there is more than one nominee, for any given board position, then a written ballot vote is required
4. Coordinate production of Newsletter with newsletter editor
5. Invite Past Presidents and Lifetime Members to the May meeting
6. Prepare Calendar of Meetings & Events for next club year; BOD to review and approve at May BOD meeting; once approved, calendar should be communicated to the Yearbook committee chair and Property Management Company
7. Assist the Membership Chair with planning the bi-annual New Member Soiree in May (typically January and May)
8. Confirm with Treasurer that TMC and TMCC sales tax for 1st Quarter will be paid by April 30
9. Prepare BOD Agendas (TMC and TMCC)
10. Conduct TMC and TMCC BOD meetings

May

1. Finalize the TMC General Meeting agenda; include: outgoing president to recognize outgoing board members, committee chairs, and coordinators with appreciation for service during that Club year; the outgoing president coordinates the installation of the new board at the May meeting; the new president begins her term of office at the conclusion of the May General Membership meeting
2. Recognize Lifetime Members and Past Presidents at the meeting with a small gift and card
3. Send General Meeting agenda once it has been vetted by BOD to the 1st Vice President for preparation of graphics for the meeting and review the presentation when complete.
4. Conduct General Meeting
5. Assist with upcoming fundraising event(s)
6. The outgoing president and board are responsible for coordination of the In & Out Luncheon which should take place the last Monday of May in coordination with the date of the typical May board meetings
7. The outgoing president presents the Annual Report to the Membership. This can be downloaded to the website, or e-blasted at the end of the fiscal period for comprehensive reporting. A copy of each director's annual report should be attached to outline that year's activities
8. Prepare TMC and TMCC BOD Agendas, include: president confirms appointment of the committee chairs and coordinators, and brings each before the board for ratification; all keys are turned in to the outgoing president and redistributed by the new president to the 2nd VP and Dean of Chairs (using the Key Control Log); all applicable paperwork, instructions, Job Descriptions and annual board reports should be collected from the outgoing board member and Committee Chairs and turned over to the respective successor (using the Document Transfer Sheet); in coordination with the Treasurer, collect copies of driver's licenses and proof of vehicle insurance from all board members for safekeeping by Treasurer (Insurance requirement); determine bank signors; reset padlocks and lock box if necessary
9. Conduct TMC and TMCC BOD meetings
10. Research and determine location of the annual Board Retreat to work on strategic planing, goal setting, and to promote bonding