

Granite Mountain Republican Women
Job Description- President

The President Shall:

1. Be fully knowledgeable of and abide by the bylaws, standing rules and financial policies of GMRW
2. Generate a master calendar for the year to be presented to the Board at the first meeting of the new year.
3. Call and preside over all general membership, Executive Committee and Board meetings.
4. Prepare agendas and give notice of all Executive Committee and Board meetings, as well as general membership meetings
5. Be the official representative of GMRW and designate a proxy in her absence to attend all AzFRW Board of Directors meetings.
6. Appoint the appointed officers, committee chairmen and members, except the Nominating Committee, subject to the approval of the Executive Committee
7. Present an annual plan of action to the Executive Committee for approval and recommendation to the membership for adoption.
8. Coordinate with the Budget committee to submit an annual budget to the membership for adoption at the first general meeting of the term of office
9. Be an ex-officio member of all committees, except the Nominating committee
10. Approve **all** materials prior to being printed and distributed by an elected or appointed officer, a Standing committee or any GMRW member
11. Be a signer on all GMRW financial accounts
12. Fill by appointment, vacancies in GMRW delegate and alternate positions to any convention.
13. Certify all delegates and alternates to any convention
14. Perform such duties of GMRW as become necessary, as directed by and with the approval of the Executive Committee.

