

### President

The President is charged with the duty of managing the Club, and seeks advice from the executive board and chairpersons.

Specifically, the President:

- Chairs the monthly Board Meetings and assures agenda time compliance.
- Prepares the Board Meeting agenda and emails it to all the officers and chairpersons one week prior to the Board Meetings.
- Presides over, and conducts the bi-monthly General Membership Meetings.
- Prepares the agenda for the General Membership Meetings and assures time compliance.
- Assigns action items to appropriate people and tracks them until closed.
- Appoints long-term and ad-hoc Chairpersons, as required.
- Attends and represents the GSCC at the annual Southwest Users Group Conference held in San Diego.
- Oversees and approves Club expenditures which can be delegated (e.g., to the treasurer).
- Signs Club checks or delegates the Treasurer to do so.
- Ensures Officers and Chairs conduct themselves within the definitions of the Club's By-Laws and specific job responsibilities, including ad-hoc assignments.
- Approves meeting minutes of the Board and General meetings.
- Prepares a monthly President's Message for the Club Newsletter and sends it to the Newsletter Editor by the last Friday of each month.
- Sends "Welcome" e-mail messages to new members.