

Job Description President

Scope:

The President is responsible for all long and short term aspects of the development, growth, financial administration, legal compliance, general maintenance and membership satisfaction of Kings on the Road RV Club. In conjunction with the Executive Board, the President develops and implements the policy that governs the operations and philosophy of the club.

Specific Tasks and Duties:

Sets goals and monitors their accomplishment to insure the established objectives of the job scope are met. Establishes policy and monitors club activity to insure policy compliance.

Leads the Board in short and long term financial planning and the establishment of an annual operating budget and national rally budget.

Assists and guides the Board members, when needed, in the performance of their responsibilities, tasks and duties. Oversees to insure proper and timely completion of all Board tasks.

Insures the smooth and harmonious functioning of the Board and the organization. Insures adequate communication between Board members, the Board, the individual Chapters and with the membership. Acts as an arbitrator for any conflicts that may occur in the functioning of the club.

Responsible for or coordinates all communication between King of the Road's executive, sales and service management and the Kings on the Road organization. Negotiates with these individuals for the mutual benefit of both the club members and King of the Road.

Appoints temporary Board members as necessary to complete the terms of any elected members who, for any reason, are no longer eligible, able or willing to complete their terms. Such appointments are subject to the approval of the board.

Appoints a Historian, Parliamentarian and Web Site Manager as needed by the Organization.

Appoints committee Chairman and members as necessary to accomplish identified tasks.

Establishes, sets agendas and conducts Board Meetings and General Membership Meetings.

Responsible for the maintenance of appropriate job descriptions for the Board and the proper inter-relationship of all job functions.

Confirms Host Chapter and rally site for following year and seeks Host Chapter and site for two years out.

Insures the development of, a post rally evaluation form to be completed by all attendees. Coordinates with the Vice President in tabulating and evaluating the completed forms. Distributes detailed results to the Board. Summarizes results for publication by the Publicity Chair in the newsletter.

Authority:

The President is subordinate to the Board and the membership.

Expenditure approval limit is \$1,000.00. Must obtain approval of the Board on any expenditure exceeding that limit.

Skills and Requirements:

Basic leadership and organizational skills are required.

Management or supervisory experience is desired.

Good written and verbal communication skills are required.

Internet access and basic computer skills are required. Basic financial, word processing and spreadsheet capability is desired.

Original Draft Prepared By: Dave Starnes
Dec. 2, 2003

Revision 1 Prepared By: Dave Starnes
Dec. 14, 2003

Revision 2 Prepared By: Dave Starnes
Feb. 07, 2004