

## **The Polish Genealogy Society of Minnesota (PGS-MN) President - Job Description**

The President of PGS-MN provides leadership to ensure that the organization is accomplishing its purposes, meeting its business responsibilities, and achieving its long-term vision. The President serves in an elected position and the term of office is two years.

### ***Interests/Skills/Talents:***

- Member in good standing of PGS-MN for at least one year
- Strong interpersonal, leadership, and presentation skills
- Ability to set clear priorities, delegate, and make sound decisions
- Commitment to and knowledge of PGS-MN

### ***Responsibilities:***

1. Serve as Chair of the PGS-MN Board of Directors, providing leadership and direction.
  - a. Conduct board meetings, using the established agenda.
  - b. Provide orientation to new board members on the board.
  - c. Provide support to board members regarding their role.
  - d. Ensure that the business of the PGS-MN is carried out efficiently and effectively.
2. Provide oversight of the PGS-MN Annual Meeting.
  - a. Collaborate with the Board of Directors in preparing agenda.
  - b. Work with the Annual Meeting and Awards Committee to organize the details involved in running the meeting.
  - c. Lead the meeting, using the established agenda.
3. Provide oversight of the PGS-MN Program Meetings.
  - a. Communicate with the Program Committee to ensure speakers are arranged for meetings.
  - b. Provide pertinent announcements at the Program Meetings.
  - c. Maintain contact with the PGS-MN members for questions about the organization.
4. Appoint all committee chairpersons in consultation with the board and serve as resource to committee chairpersons.
5. Serve as an ex officio member of PGS-MN committees.
6. Serve as spokesperson for PGS-MN.
  - a. Participate as a member of the Minnesota Genealogy Society (MGS) and keep the PGS-MN members informed of MGS activities.
  - b. Represent PGS-MN in relations with other organizations in the community.
7. Resolve disputes that arise within the organization. If the dispute involves financial issues, seek input from the Board of Directors before making any decisions on the matter.
8. Submit a President's article in the PGS-MN quarterly newsletter.
9. Function as signatory, along with the Treasurer, for PGS-MN financial accounts.

10. Serve as Immediate Past President on the Board for the subsequent two years after serving as President.
11. Use the current version of *Robert's Rules of Order* and the PGS-MN bylaws as the guiding principles for the organization.
12. Maintain record of number of hours spent on PGS-MN officer business each year.

September 2021