

**The Polish Genealogical 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
- 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. Establish Board of Director's meeting agenda and conduct Board meeting.
  - 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.
2. Provide oversight of the PGS-MN Annual Meeting.
  - a. Collaborate with the Board of Directors in preparing an 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 committee chairpersons subject to Board approval 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.
8. Submit a President's article in the PGS-MN quarterly newsletter.
9. Function as signatory, along with the Treasurer, for PGS-MN financial matters.

10. Serve as Immediate Past President on the Board for the two years after serving as President or until there is a new “Immediate Past President” to take over this role.
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.

December 2023