

PV/SB Audubon President Job Description

(Updated January 2013)

The following provides a description and guidelines for the President of the Chapter. This description comes from the official By-Laws of the Chapter.

The President shall be the chief executive officer of the SOCIETY and, subject to instructions by the BOARD, generally supervise and control the business and officers of the SOCIETY. He shall also be a member of all committees and shall preside at all meetings of members and of the BOARD.

The President shall furnish a written report annually to all Directors of this SOCIETY containing, at a minimum, the following information:

- The assets and liabilities, including trust funds, as of the end of the fiscal year;
- The principal changes in the assets and liabilities, including trust funds, as of the end of the fiscal year;
- The revenue or receipts of the SOCIETY for the fiscal year;
- The expenses or disbursements of the SOCIETY for the fiscal year;
- Any transaction during the previous fiscal year involving five thousand dollars (\$5000) or more by the SOCIETY in which any Director or Officer was a party.

Technical Note: All communication is in electronic format for ease of distribution via email.