

JOB DESCRIPTION FOR PHG PRESIDENT

One year term as President, followed by one year as Past President

Duties

1. Check mail at PO Box weekly. Distribute mail as appropriate. Check MAC inbox for mail.
2. Preside at board meetings and make copies of agenda for board members
3. Preside at evening guild meetings. Suggested guild meeting routine:
 - Welcome
 - Call for new members, guests
 - Show and tell
 - Announcements
 - Raffle display
 - Break
 - Raffle
 - Program chair introduces speaker
 - Speaker
 - Q & A period
4. Bring requests for donations to board for approval before submitting to treasurer
5. Attend MAC tenant meetings when requested or appropriate
6. Conduct closet inventory with two other board members
7. Conduct annual audit with treasurer and one other board member
8. The President and only the President is expected to reserve MAC space for programs, workshops and study groups
9. Write President's message for the monthly newsletter

TIME SENSITIVE DUTIES:

September:

1. Sign in with MAC, receive key to front door, leave personal contact information, review their policies regarding tenants (closet) and renters (guild meetings)
2. Assist board in filling vacant chair positions

October:

1. Help prepare for and expect to attend "new members' tea"

April:

1. Sign storage (closet) lease with MAC. Submit bill to Treasurer
2. Working with the programs and workshops chair, submit requests to MAC for meeting space for evening and day meetings, board meetings, workshop and study groups for the following year. Submit bill to Treasurer

May:

1. Assist board in preparing the budget for the next fiscal year
2. Assist board in preparing a slate for officer elections for the next fiscal year
3. Appoint leader for next year's day meetings.
4. Appoint PHG representatives to WeGO and ANWG

June:

1. Present next year's budget to the membership for a motion and a vote
2. Present next year's slate of officers for a motion and a vote

General Information

1. Multnomah Arts Center (MAC) 7688 SW Capitol Hwy, Portland, OR 97219.
503-823-2787. Contact person: Colleen Ford.
3. PHG PO Box 6676, Portland, OR 97228-6676. Post office SW Broadway & Hoyt
4. PHG is a 501(C) 4 nonprofit organization. Federal tax ID #93-9849876 State
reg.#176388-18
See document from Swider & Haver for clarification of legal status
5. PHG Insurance policy #97-CQ8621 with State Farm Fire and Casualty Company. Contact
person: Sandra Campbell 503-520-8000
6. Fiscal year runs from July 1st through June 30th
7. Consult Bylaws as well as Policies, Practices and Procedures for further information

Revised February 1998
Revised April 2002
Revised April 2007
Revised August 2010
Revised July 2015 RM