

SAN ANTONIO HERB SOCIETY JOB DESCRIPTION PRESIDENT

General Description: This Board position is elected on an annual basis for the term of one year beginning in June and running through May of the following year. The individual may not hold this position longer than two consecutive years as outlined in the Constitution and By-Laws. This position is the primary spokesperson for the Herb Society.

Experience: Must have strong planning and communication skills both verbally and in writing.

Must be able to follow through with assignments. Must have strong organizational skills. Must have strong attention to detail. Must be able to devote up to 20 hours a month to the Herb Society and this position.

Responsibilities:

- Attend monthly board meetings (usually the last Monday of the month)
- Attend monthly general membership meetings (usually the second Thursday of the month)
- Support the Herb Society and its membership by working no less than one profit generating initiative a year such as plant sales and herb markets.
- Maintain a professional nature at all times when addressing or representing the Herb Society
- Treat all members and guests with respect
- Present agenda for all board meetings and presides over all board meetings
- Create agenda for all general membership meetings and preside over general meetings
- Act as Chair of the Board of Directors and as ex-officio member of all committees, except the Nominating Committee
- Appoint committee chairmen of ad hoc committees and of the standing Nominating Committee
- Work with the Board to create and sustain a Speakers Bureau for the Herb Society
- Prepare the End of Year Report and submit it to the Board in May of each year.