

## **Job Description Prairie Club President**

The Prairie Club (Club) is a non-profit, volunteer organization founded in 1908. A critical element of the Club's success over its 100+ year history has been the willingness of its members to volunteer for the various officer, director and committee positions necessary to achieve the Club's operational success in a cost effective manner. The Prairie Club greatly appreciates the willingness of its members to serve in those various capacities and whose volunteer spirit makes The Prairie Club the club it is today.

### **President Position, Term and Responsibilities**

The Prairie Club President is an elected position for a term of two years. The President works closely with the other members of the Board of Directors, the Executive Director, the chairs of the Prairie Club rental properties and the Finance Committee Chair. The President is the de facto Chairman of the Board of Directors. Generally, the President has served as a Prairie Club director or officer before assuming the role of president.

Per the Prairie Club by-laws:

The President shall preside over all meetings of the Board and of the members. He/She shall have general and active management of the business of the Club, its offices and its employees, shall see that all orders and resolutions of the Board are carried into effect, and shall perform such other duties as generally pertain to that office. The President is an ex-officio member of all committees except the nominating committee.

### **Major activities and responsibilities of the Prairie Club President include:**

- Is a member of and reports to the Prairie Club's Board of Directors (see separate job description)
- Serves as an ex-officio member of all committees except the nominating committee and attends their meetings when invited
- Champions the Prairie Club and advocates its mission to internal and external stakeholders
- Provides leadership to the Board of Directors who sets policy; determines that the organization's activities are compliant and in furtherance of its mission; leads the Board of Directors and Board committees in carrying out their governance functions
- Chairs meetings of the Board of Directors after developing the agenda; promotes active discussion of topics
- Has a working knowledge of Robert's Rules of Order that govern the conduct of the Board of Directors and member meetings
- Encourages the role of the Board of Directors in strategic planning
- Appoints the chairs of committees, in consultation with other Board members
- Discusses issues confronting the organization with the Camp Chairs, committee chairs and property managers
- Helps guide and mediate Board of Director actions with respect to organizational priorities and governance concerns
- Monitors financial planning and financial reports
- Evaluates annually the performance of the organization in achieving its mission; assesses the performance of the Board and its committees: coordinates the annual performance review of the Prairie Club Executive Director
- Is involved in the ongoing recruitment of Prairie Club Board members, officers and committee chairs

- Supports and guides the transitions of officer and committee chair roles
- Performs other responsibilities assigned by the Board
- Supervises the activities and performance of the Prairie Club Executive Director

#### **Qualifications**

- The President must be dedicated to the mission of the Prairie Club, knowledgeable of the Prairie Club's activities, an outstanding communicator and mentor, well organized and willing to devote the time necessary to achieve effective and efficient management of the organization

Updated: July 2019 and March 2020