



**MPWGA
Board Position Job Description**

Updated: September 2021

Position: President

Purpose:

The President shall preside at meetings of the Association and the Board, and interface with other organizations.

Essential Functions:

1. Preside at the monthly Board meetings and the meetings of the Association.
2. Develop and distribute the agenda for Board Meetings and Business Meetings.
3. Oversee the budgeting process and the monthly review of Actual Expenditures versus Budget.
4. Ensure a monthly MPWGA Newsletter is prepared and distributed to the Association, as well as any other general communication with the members as needed.
5. Delegate Action Items to appropriate Board members or Ad-Hoc Committee Chairs and ensure successful completion of all Action Items.
6. Interface with the Director of Golf, HOA2 Board, the various Men's and Women's golf organizations, and the HOA2 Golf Committee.
7. Serve as signatory on MPWGA bank accounts.
8. Ensure an annual audit of the association's book is conducted.
9. Serve as the sole internal custodian of all passwords related to MPWGA business. Ensure a current list of passwords and those with password access is recorded. Also ensure this list is reviewed as

needed by the Board (at least annually) for providing password access and for password changes.

10. Ensure the Vice-President is prepared to handle the President's duties in her absence.
11. Actively participate in the annual budgeting process.
12. Train the person who succeeds you in this position.