

Duties of WAG's President (based on bylaws)

The President, as the chief executive officer of WAG, shall

- serve a two-year term.
- preside at all WAG (Sunday) meetings.
- appoint committees as needed.
- with the approval of the Executive Committee, appoint members to fill vacant volunteer positions.
- delegate responsibilities to the *WAG Digest* editor, the *Bacopa* representative, the Webmaster, and all acting coordinators, including the Critique Pod Coordinator, Membership Coordinator, Program Coordinator, Publicity Coordinator, and Social Coordinator, and any others as needed.
- perform any duties incumbent upon a chief executive officer of an IRC 501 (c)(3) organization.
- convene a WAG board meeting at least once a quarter and preside at meeting.
- in consultation with the treasurer and after reviewing the current year's budget, prepare a budget for the next year and present it to the WAG board in March for approval at the April meeting by the general membership.
- appoint a committee every odd-numbered year to review the by-laws.
- work with executive committee to appoint a nominating committee in the years officers need to be elected for the following year.

The president has been in charge of the following, but these duties are not included in the bylaws so other volunteers could take on these responsibilities:

- send out notices about monthly programs at the library—to member and non-member list. (After each Sunday program, visitors who provide their email addresses should be added to the non-member list.)
- coordinate community events (e.g., Matheson Museum's "Scribes of the Sunshine State," Alachua County Library's "Local Author Showcase.")