

Minnesota Knitters' Guild Board of Directors Position Descriptions *Last*

Updated: August 2014

Position:

President

Purpose: As Primary Officer and Chair of The Guild's Board of Directors, the President provides mission-based leadership and strategic governance for The Guild. The President ensures the resolutions and directives of the Board are carried into effect, and, in general, discharges all duties incident to the office of President and as prescribed by the Board.

Responsibilities:

- Discharges the duties of the office in good faith, in a manner he or she reasonably believes to be in the best interests of The Guild, and with the care an ordinarily prudent person in a like position would exercise under similar circumstances.
- Presides at all meetings of the Board of Directors and of the membership, except in those instances in which the authority to execute is expressly delegated to another officer or agent of the corporation; develops and distributes in advance an agenda for each meeting.
- Maintains records of and, when necessary, certifies proceedings of the meetings of the Board of Directors and of the membership.
- Guides the Board of Directors to establish The Guild's organizational priorities and strategic plan to fulfill the purpose of The Guild.
- Reviews and approves The Guild's annual budget, finance and audit reports, and material business decisions, being informed of and meeting all legal and fiduciary responsibilities.
- Executes for the corporation all contracts, deeds, conveyances, mortgages, bonds, and other instruments in writing that may be required or authorized by the Board of Directors.
- Acts as voting ex-officio member of all Board committees except the Nominating Committee.
- Partners with Nominating Committee to identify and recruit new board members.
- Presides at meetings of the Governance committee to ensure the effectiveness and continuing development of the Board of Directors.
- Acts as the primary ambassador for The Guild.