

## **Executive Board (Elected Positions)**

**President:** The President will call and preside over all WWI meetings; supervise the affairs of the organization; appoint Chairpersons of standing and special committees, a Parliamentarian, and a Historian; and serve as *ex officio* member of all committees.

1. The President must keep in contact with Officers, Board members, and Committee Chairs to ascertain their duties are being carried out during the year. The President oversees all aspects of the Annual Conference plans and actions.
2. The Executive Board oversees the budget and spending on various programs within WWI. Appointed Chairs serve at the discretion of the President. Any action by Chairpersons involving money needs Executive Board approval, i.e. Conference presenter stipend, Contest judge fee, Conference budget, Newsletter bid, etc.
3. The Executive Board oversees Conference and other Committee actions, and relays information and the needs of Members.
4. The President makes up the agenda for Board meetings and the annual General Membership meeting. The agenda should be published in the *WYO-Writer* ahead of the meeting, along with the date, time, and place of the meeting. The President should stress that all meetings are open to Members, although only the nine elected Board members vote at Executive Board meetings. Some action should be taken on each topic on the agenda: a vote, table, or assign a committee for further study.

### Sample meeting agenda:

- President calls meeting to order.
  - Secretary takes roll.
  - Secretary reads minutes of last meeting. President asks if there are any additions or corrections. President states, "The minutes of the last meeting will be placed on file."
  - Secretary reads any communications.
  - Treasurer's report. President asks if there are any additions, corrections. President asks if there are any receipts, bills to be presented. President states, "The Treasurer's report will be placed on file, subject to audit."
  - Any reports from Officers.
  - Any reports from Committees.
  - Unfinished business (not OLD).
  - New business.
  - Next meeting date, time, place, if possible.
  - Adjourn.
5. The President decides which meetings require written reports from Committee Chairs.
  6. The President writes a column for each of the ten yearly issues of the *WYO-Writer*, preferably dealing with the business or issues of Wyoming Writers, Inc., or some aspect of writing.
  7. The President will update these guidelines as necessary, keeping the Webmaster informed of changes. The President keeps the President's notebook up-to-date with copies of all

business conducted during the year, to be passed on to the incoming President.

President's Job Description by Dan Kirkbride,  
2001-02 WWI President 5/11/02

The Standing Rules describe the President's duties as follows: "The President will call and preside over all WWI meetings; supervise the affairs of the organization; appoint chairpersons of standing and special committees, a parliamentarian and historian, with Board approval; and serve as an ex-officio member of all committees."

That's all that I could find (having searched through both the president's notebook and the president's expanding file) to describe his/her duties. It makes me wonder what I spent so many hours doing these past 11 months. I'll try to break down the duties into a useful explanation. Other presidents will perhaps add to my foundation.

I see the president's duties broken down into these basic components:

1. **He sees that things get done.** Crucial to this duty is the essentiality of the president not doing any of the individual tasks. Rather he appoints, directs, follows-up and herds the other executive board members and chairmen to complete their tasks.
2. **He appoints people.** The toughest part of the job will be finding good people to take on the demanding responsibilities of the many WWI jobs. The people are out there, but finding them is sometimes daunting and requires telephoning perseverance.
3. **He utilizes the newsletter.** The president works with the newsletter editor to make sure that necessary information to advance the organization appears in the newsletter in timely fashion. The president also writes a monthly column designed to inform, challenge and to some degree, entertain.
4. **He directs the board meetings.** The president plans the agenda and conducts the four board meetings each year making certain that the necessary ground is covered and at least some new vistas are considered.
5. **He's the contact for the organization.** Outsiders often initiate their contact with the organization via the president. As the most visible member and the officer in charge, he's often approached by members as well with their ideas and/or problems.
6. **He's the chief decision maker.** The president often has much background on "how things are done" in light of having spent the previous year being vitally involved as the vice president. Knotty problems often land on his desk. He's best in a position to deal with them with help from the other officers and veteran members of the organization whose counsel he may seek.

Some Qualities in a good president:

- a. **Serves**--Delegates much, but also works hard himself.
- b. **Is decisive**--Doesn't let the group get bogged down by non-essential matters.
- c. **Leads**--Helps the group conquer a bit of new territory in addition to handling the foundational matters.
- d. **Is fiscally responsible**--Leaves the organization in at least as good of shape as he found it.
- e. **Is personal**--Values the people working for the organization and doesn't let the business entirely crowd out the relational aspects of duties.
- f. **Expresses appreciation**--Takes the lead in affirming those who've worked hard within the organization and those who've supported it from without.
- g. **Communicates**—I've saved 929 WWI e-mails to this point.

Timeline of duties:

Note: As vice president, the president prepares the budget for his year of service as well as recruits most of his cabinet. These two important duties take place (by the April board meeting) before he ever takes office.

June--Attends conference as VP, leads new board meeting Sunday morning, writes column and proofs newsletter, circulates conference evaluation, communicates with new board--15 hours

July-Handles miscellaneous correspondence-10 hours

August-Develops e-mail network with MaL's, writes column and proofs newsletter, plans conf. speakers with VP--10 hours

Sept.-Communicates with board and handles misc. correspondence, writes column and proofs newsletter-10 hours

Oct.-Plans and leads Oct. board meeting, misc. corres., writes and proofs, follows-up board meeting with action-20 hours

Nov.-Misc. corres., writes and proofs-10 hours

Dec.-Misc. corres., writes and proofs-10 hours

Jan-Misc. corres, writes and proofs, confers with contest chairman-10 hours

Feb.-Misc. corres, writes and proofs, confers increasingly with conf. chairman and VP-12 hours

Mar.-Misc. corres., writes and proofs, confers with conf. chairman and VP, works to secure anthology editor-12 hours

April-Misc. corres., writes and proofs, plans and leads April board meeting-20 hours

May-Misc. corres, writes and proofs, follows-up April board meeting, prepares and leads pre-conf. board meeting, plans for annual business meeting, deals with a multitude of matters all coming to a head as year-end nears-25

June--Attends conf., leads final board meeting and business meeting and attends new board meeting, emcees various conference functions, serves as a host and positive presence at the weekend—30 hours.

To these figures I add 20 more contingency hours to deal with various crises, issues and recruitments that will inevitably crop up for a total of 214 or about four hours per week. I'd add it's been a delightful duty, harried at times, but never to the breaking point. It provides wonderful opportunities to learn, grow and develop as a leader all in the company of a fine and dedicated bunch of people. It's an experience not to be missed if it presents itself.

