

# PRESIDENT

It shall be the duty of the President to preside at all meetings of the Board of Directors. The President shall call regular and special meetings of the directors in accordance with the bylaws. The President shall see that books, reports, statements, and certificates required by law are properly kept, made and filed. The President shall sign or countersign all certificates, acceptance, and other instruments, for the payment of money duly drawn by the Treasurer, except where the Board of Directors has authorized the Treasurer's signature alone, or another authorized signer. The President shall submit a report of the operations of PALS for the year at the first regular meeting of the Board of Directors following the close of such year, and at the annual membership meeting. In general s/he shall perform all the duties incident to this office. The President shall turn over all files, papers, records and all other material pertaining to the operation of the office to his/her successor at the termination of the term of office. The President shall be an unofficial member of all standing and ad hoc committees.

## Time Commitment:

20-30 hours per month. These include Board meetings, executive meetings and email correspondence. Time may vary depending on the month and planned events. November and January require more time commitment due to annual Board retreat and the annual member meeting.

## Responsibilities:

### Financial Duties:

- Oversee and act as primary accountability to Treasurer activities.
- Verify all current state and federal filings are timing and in order.
- Sign required paperwork to keep governors up to date based on changing board members.
- Appoint an interim Treasurer if the position is empty.

### General:

- Attend all community meetings as required, give input and report to the Board at BOD meetings. Arrange a PALS representative by notifying the Vice President or appointed board member to attend in the President's place, if the President is unable.
  - Conferences
  - Events
  - Community Organization Board Meetings
  - Monthly Meetings
- Attend community organization board meetings, when able, and invite leads of those organizations to PALS BOD Meetings.
- Maintain community and partner relationships. Current community organizations that require quarterly check-ins;
  - Doulas for All WA
  - Open Arms Perinatal Services
  - NAPS
  - PSI of Washington
  - Great Starts
  - MAWS
  - Swedish Doula Program
  - The Simkin Center

- Evaluate the current state of PALS and make suggestions for improvements, when needed.
- Act as executive voice of organization, make decisions on behalf of organization when an agreement cannot be made amongst Board Members.
- Interview and approve Executive Team members with Volunteer Coordinator.
- Train Treasurer, when the position is being filled.
- Recruit and train incoming President(s)
- Keep detailed notes and copies of all Presidential correspondences via email, letters, phone calls and in-person meetings.
- Communicate via the PALS President email address.
- Oversee and check in with all PALS volunteers, act as accountability to the Vice President.
- Send, at minimum, quarterly Presidential Updates and communications to membership via Mail Chimp.
- Keep transparency and inclusivity within PALS Douglas as priority, except for confidential Executive Committee Meetings.