

WALC President Job Description

1. Attend and facilitate Board and General meetings
 - a. Call Board meeting 2-3 weeks in advance
 - b. Send out agenda to Board Members for input
 - c. Verify location and time of Board Meeting. Select restaurant and make reservations as needed
 - d. For overnight meetings, designate a location for meeting
 - e. Bring agenda to Board and General meetings for attendees
2. Receive grant applications, organize for Board review
 - a. Email applications to Board prior to meeting
 - b. Bring copies to Board meeting along with grant use reports from prior year's recipients
 - c. Send out reminder for prior year grant recipients grant report early April
 - d. Notify grant applicants of the Board's decision and give them Treasurer's email to arrange receipt of grant award
 - e. Post grant awards and grant follow-up reports on website as needed
3. Field incoming communications via email, mail or phone. Respond as able or forward to appropriate person
4. Communicate, listen and seek input from members
5. Attend ILCA or USLCA meetings to represent WALC
 - a. Attend sessions and report back to Conference Committee with speaker assessments. Coordinate sessions attended with other WALC representative and members as able
 - b. Represent WALC at USLCA meeting at larger conferences
 - c. Post news, updates on WALC website as needed
6. Work with Board, members and community to further WALC's mission
7. Review and understand WALC's articles of incorporation and by-laws, policies and procedures and financial situation
8. Act as spokesperson for WALC and advocate for WALC's cause
9. Intervene if conflicts of interest or confidentiality issues arise
10. Recruit new Board member whose vision aligns with WALC's vision
11. Assure Board resolutions are carried out
12. Delegate duties as needed