



Sun City Peachtree Softball Club

Job Description

POSITION:	Club President (Board of Directors)
REPORTS TO:	Membership
TERM:	Elected by membership to serve annually, calendar year January 1 through December 31. May serve no more than two consecutive years as outlined in club by-laws.
JOB DUTIES:	<p>The responsibilities of the Club President shall include (cf. By-Law III.E):</p> <ol style="list-style-type: none">1. Exercise general supervision over the business and affairs of the Club. Preside at all general meetings of the Club as well as the meetings of the Board. Call all meetings as required. Make appointments (including Committees) as required.2. Report the business of the Club to the membership at the regular scheduled meetings.3. Appoint a committee of two (2) members to conduct a year-end audit of the books and records of the Club. The audit shall be conducted, and results reported to the membership at the next scheduled meeting.4. Serve as the liaison between the Club and the Community Association.5. Within 14 days of newly elected or appointed Officers, submit FORM "CC-5" listing all club Officers to the CA Lifestyle Director.6. Co-sign checks issued by the Treasurer as required.7. Serve as the liaison between the Board and Club committees as assigned by the Board.8. Other duties as assigned by the Board of Directors.
QUALIFICATIONS:	<ol style="list-style-type: none">1. Current membership and in good standing in the Softball Club2. Past administrative experience a plus3. Good organizational and communication skills4. Public speaking ability5. Work well with others6. Proficiency with technology and office productivity programs such as Microsoft Word and Excel a plus