

# **IYANW**

## **President**

### **Job Description**

Attend scheduled meetings.

In consultation with board, organize board and membership meetings place, date, time, and Agenda.

Liaison with National Board.

Edit and mail newsletters.

Keep members up to date on association activities and board decisions through e-mail, mailings, and newsletter column and articles.

Be available to assist board members as needed.

Assist Secretary in maintaining association records, including but not limited to: Newsletters, By-laws, Pictures, Correspondence, and Board Member Responsibilities.

Maintain a thorough and current knowledge of IYANW by-laws and board regulations.

Develop annual budget in coordination with Treasurer other board members.

Prepare and present reports to IYANW Board.

Last updated October 2006