

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.

Review E-news and 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 July 2011