

PRESIDENT

DEFINITION:

Presides over all SVCC meetings and fulfills the usual functions of this office. Responsible for overseeing routine club business conducted by the Executive Board.

CLUB MEETING DUTIES:

- Run all meetings
- Prepare and put out all sign-in sheets at each meeting. (Two members at random are selected to receive a member prize from this list)
- Bring and put out door prize tickets, name tags, and suggestion box at the beginning of each meeting
- Line up the auctioneer for each meeting
- Ensure there is an educational speaker
- Oversee the activities for the New Member Packets and ensure they are presented to all new members
- Ensure meeting room is clean and nothing left behind after the meetings

MONTHLY DUTIES:

- Prepare President's message
- Line-up, review and forward to Newsletter Editor all member's articles
- Review monthly newsletter prior to member distribution by Corresponding Secretary.
- Schedule and run monthly Board meetings. Prepare agenda and meeting notes and e-mail to the other board members prior to the meeting. Ensure any additional participants are informed and invited to the meetings as needed
- Prepare, oversee, and sign club correspondence as needed
- Call members known or suspected of being ill to check on their well-being
- Request Corresponding Secretary to send get-well cards or other correspondence as necessary

COIN SHOW DUTIES:

- Prior to coin show, obtain regular updates of show status from the bourse chair and others as needed
- Oversee preparation and distribution of club flyers to local coin shops and businesses prior to show
- Obtain updates on the status of the youth program. Provide direction and participate in the treasurer hunt or youth educational workshop during the show as needed
- Ensure space, supplies and handouts are available for the SVCC Club Table during the show
- Before and during show, personally greet all dealers and other participants. Obtain their feedback at the end of the show
- Provide backup for show chairman and others that may need help during the show
- Present member and youth exhibit awards
- Oversee show evaluations from dealers, members and others about the show (What went well and what needs improvement)
- Prepare thank-you letters to all dealers participating in the show. In the same letter, inform them of SVCC upcoming show dates
- Prepare thank-you letters to all dealers participating in special activities such as the youth treasure hunt and those providing special exhibit
- With help of corresponding secretary, ensure letters are prepared and mailed

SPECIAL ACTIVITIES:

- Obtain park permit for spring picnic. (Must be obtained several months in advance)
- Coordinate activities for club picnic including the sign-up sheet and ensuring supplies are provided
- Coordinate activities for the Christmas Party
- Coordinate and participate in activities for the annual installation dinner as needed
- Appoint a nominating committee in October for the next years slate of officers-

Ensure updated officer duty statements are supplied to the nominating committee

- Upon appointment, appoint Assistant Treasurer, pursuant to the SVCC Constitution
- Appoint a Financial Auditing Committee composed of at least two members to audit the financial records of the Treasurer, the membership lists of the Assistant Treasurer, and other pertinent financial records once during the calendar year pursuant to the By-Laws
- Call for year-end financial accounting for the previous tax year from the Treasurer in the month of February
- Ensure all required IRS and State tax filings are completed and filed in April by the club Treasurer
- Ensure on a bi-annual basis the “Statement of Information” form is completed and submitted to the Secretary of State’s Office by the club Treasurer. (Due in even years)
- Ensure any other filings required to maintain SVCC’s non-profit/tax exempt status are completed in a timely manner.
- Obtain “Conflict of Interest” filings from each member of the Executive Board annually. Manage conflicts as needed according to SVCC’s Conflict of Interest Policy.
- Once sworn in, may administer the oath of office to other officers
- Administer the oath of office to newly elected President

March 2015