

President

Role Overview:

The President is elected by the Guild's general membership and takes office at the end of the Guild Year. The President serves as the chief executive officer, overseeing Guild operations and representing the Guild at Heard Museum Board of Trustee meetings.

Key Responsibilities:

- **Leadership & Representation:**
 - Preside over all meetings of the Guild, its Board of Directors, and Executive Committee.
 - Represent the Guild at Museum Board of Trustee meetings and serve as an ex officio member of all committees, except the Nominating Committee.
 - Serve as a member of the Executive and Finance Committees.
 - **Task Management:**
 - Prepare the Guild's annual event calendar in collaboration with the Guild Board and Museum staff.
 - Appoint replacements for vacant Committee Chair positions and create special committees as needed.
 - Oversee and delegate assignments received from the Museum Director or administrative staff.
 - **Meeting Preparation & Participation:**
 - Prepare and distribute agendas for all meetings as outlined in the Bylaws.
 - Deliver oral or written reports at Museum Board of Trustee meetings upon request.
 - Preside over monthly Board and Guild meetings from September to May.
 - Serve on the Indian Fair & Market Steering Committee and attend all related meetings.
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Communication:

- **Guild Messaging:**
 - Draft the President's message for *EarthSong* and *Happening Now*.
 - Review and update public content on the Guild website, ensuring information about the President's office is accurate.
 - Work with the Membership Coordinator to prepare the annual Guild Renewal Letter.
 - Manage and distribute incoming Guild mail, and announce relevant information at Guild meetings or on the bulletin board.
 - Send thank-you notes or other acknowledgments for the work of Board and Committee Chairs.
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End-of-Year Duties:

- **Board Elections:**

- Collaborate with the Nominating Committee Chair to present the slate of officers at the March general membership meeting.
 - Preside over the April election following the Heard Museum Guild Officer Election format.
 - **Review & Transition:**
 - Ensure all Coordinator and Board Member reports are submitted to the Board Secretary and posted on the Guild website.
 - Review the role's description at the end of the year and provide any necessary updates to the President-Elect and webmaster.
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Timeline:

- **Spring & Summer (Pre-Office):**
 - Appoint Board Members for the upcoming year.
 - Assist Coordinators in recruiting Committee Chairs.
 - **May-August:**
 - Confirm all event dates for the Guild's Master Calendar.
 - Participate in refining the Guild's annual budget with the Finance Committee.
 - **September-May:**
 - Submit weekly items for *Happening Now* and attend Guild and Museum Board of Trustee meetings.
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The Guild Board encourages innovation and process improvements. However, new initiatives or changes in approach must be approved by the assigned Coordinator, Executive Committee, Guild Board, or Museum as necessary.