

CHAIRMAN OF THE BOARD

Revision Approved February 19, 1992

I. The Chairman of the Board shall:

- A. Preside at all regular and special meetings of the Board of Governors,
- B. Prepare a memorandum to members of the Board of Governors which will describe the procedures to be used to conduct Board meetings. This memorandum is to be received by members of the Board in time for use at the first meeting of the Board after the Organizational Meeting.
- C. Assist the Recording Secretary in the preparation of the agenda for each Board meeting,
- D. Monitor the activities of the Club to determine if all jobs are being covered adequately and are in compliance with the Club's purposes and objectives, and
- E. Consult with all committee chairmen on a regular basis to determine if they are getting adequate support from the Board of Governors,
- F. Maintain a log of telephone calls which includes:
 - 1. Name of caller or person called,
 - 2. Date,
 - 3. The primary subject and the action to be taken, and
 - 4. The approximate length of the call.
- G. Prepare a budget for the Office of the Chairman of the Board and send it to the Treasurer to be received by November 15th.