

SECTION I. PRESIDENT:

1. Shall preside at all meetings of the General Membership, the Executive Board, Governing Board, and shall be an official Member of all committees except the Nominating Committee;
2. Shall vote on any measure in the event of a tie;
3. Shall appoint a Parliamentarian, Chairperson for each standing committee, and any special committee deemed necessary;
4. Shall be authorized with the treasurer, to co-sign all checks in excess of two hundred dollars (\$200);
5. Shall appoint a member to fill any vacancy occurring in the elective offices, except those filled by succession. These appointments shall have the approval of a majority vote of the Governing Board;
6. Shall sign checks for authorized expenditures of the NCSC in the absence of the treasurer and/or first vice president;
7. Shall nominate "Volunteer of the Month" for recognition in response to the Army Volunteer Corps Coordinator (AVCC) request;
8. Shall be bonded;
9. Shall represent or appoint a designee to represent the NCSC in the Fort Drum community at community councils such as Community Action Committee, Community Leaders Information Forum, Volunteer Resource Council, Thrift Shop, and other community councils deemed necessary;
10. Shall ensure that validation and tax documents are prepared and maintained;
11. Will work with the Honorary Advisor to select a committee of three NCSC members to review the NCSC's financial records when a new treasurer assumes duties during the NCSC fiscal year.
 - a. These members must not hold a position on the current Governing Board.
 - b. At least one of these members should have accounting/book keeping experience.
12. May remove any member of the Board for just cause, with the approval of Executive Board and the Honorary Presidents;
13. Responsible for advance notice to Honorary Presidents of scheduled events (i.e. Board meetings, committee meetings, programs and special events);
14. Shall maintain and update board notebook to include;
 - a. Complete job description to reflect the overall responsibilities of the position and compliance with the notebook SOP
 - b. Present updated notebook to the Parliamentarian at the April Governing Board Meeting for review.
 - c. Notebooks and all job-related materials shall be given to successors at the Joint Governing Board Meeting in May
15. Shall report a detailed record of all income and expenses related to position at each Governing Board meeting;
16. Shall appoint chairpersons of special committees as deemed necessary;
17. Shall approve Publicity actions prior to publication;
18. Shall not go into a binding contract for the North Country Spouses' Club.