

## **Salem Area Historical Society Position Description**

**Title:** Salem Area Historical Society President

**By-Law Duties:** The President shall have executive supervision over the activities of the society and shall appoint committee chairpersons and delegates not otherwise provided for in the By-Laws. The length of term is one year. As a member of the Board of Directors shall perform the following duties of the board:

- Conduct all routine affairs of the society
- Recommend actions on questions of policy
- Perform other functions as assigned to it
- Maintain the corporate status
- Conduct at least two Board of Directors meetings a year
- Appoint Historical, Program, Membership, Nomination, Audit and Other Committees.

**Additional Duties:** The following duties shall be performed by the President or delegated by him:

- Create agendas for all Board of Directors and General Membership Meetings.
- Attend and lead all Board of Directors and General Membership Meetings.
- Create an annual budget and review it with Board of Directors.
- Approval all society expenditures.
- Maintain a signature or co-signature on all society financial accounts.
- File all regulatory government forms.
- Direct the society in fundraising
- Direct the society's presence on the Internet (Web Page and Facebook)
- Direct maintenance or disposition of society's physical property

**Requirements:** Nominees for President must fulfill at least two of the following: 1.) Member of the Society for at least the prior five years, 2.) Officer of the Society for at least one year, 3.) Leader of one of the Society's Major Fundraisers (i.e. Dinner/Auction, Yard Sale, Arts & Craft Fair, Barn Dance) for at least one year, and 4.) Attendee of four or more of the Society's General Membership Meetings in each of the prior two years.

**Desired Skills:** The following skills are desired in order to fulfill the duties of the President:

- Proficient in email, excel databases and word documents.
- Comfortable with public speaking and leadership
- Knowledgeable in financial matters