



DIABLO NUMISMATIC SOCIETY  
JOB DESCRIPTION FOR THE POSITION OF

**PRESIDENT**

**RESPONSIBILITIES**

- Is the chief spokesperson for the club and its members
- Responsible for networking with other organizations to promote club sponsored events
- Organizes and facilitates Board Meetings
- Ensures board meetings are properly conducted, recorded, and distributed to the board members
- Signs documents on behalf of the club
- Works with the Treasurer to ensure that the clubs finances are reviewed by the Board on an annual basis
- Ensures all directives and approved decisions are carried out according to the club's bylaws
- Takes the lead on all major organizational decisions, commitments, equipment purchases, loans, rental commitments, etc.
- Has the authority to create committees, appoints committee chairs according to club's bylaws
- Ensures the continuity of the organization through recruitment and development of future officers
- Provides overall leadership to the board and members of the club
- Provides leadership and guidance with organization transitions, structure and planning

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