



Minnesota Peony Society

Minnesota Peony Society President Duties and Roles

The President is the principal executive officer of MPS. The President maintains general direction of MPS and presides at Board of Director (BOD) Meetings. Additionally, the President organizes meeting content, is the primary spokesperson for the Society, administers the bylaws and sets goals/plans/strategies. The President's work is at the pleasure of the Board of Directors and is secondary to their decision making.

Position Information

- 2-year terms (may be elected again after the end of a term)
- Any member of MPS may be nominated for President and need not currently be on the board
- The President may appoint new directors the case of a vacancy
- The President may be removed from office by the BOD for failure to act in the best interests of MPS
 - The President becomes the immediate Past President upon completion of their term(s). They serve in this capacity for a period of one year immediately after their term has ended. There is no voting privilege associated with this position. They serve as a historian of past activities and decisions and assist in providing a smooth transition to new board members.

Qualifications

- Leadership, organizational, interpersonal and problem-solving skills as well as strong oral and written communication skills
- Understanding of the goals and ideals of MPS as an organization
- Flexibility and willingness to make changes.
- Ability to set and meet strong deadlines, produce clear expectations and provide systems for others to meet their deadlines
- Set goals and plan for the future
- Have knowledge of bylaws and implementation
- Self-motivated/strong work ethic

Duties

1. Set meeting dates for the BOD
2. Organize and distribute BOD and other meeting agendas in a timely manner (two weeks prior to a meeting is preferable).

3. Communicate with Directors and Members to collect information of which the BOD may consider to better the Society
4. Consult, observe and implement MPS Bylaws to the best of their ability. Provide structure for meetings and the Society as a whole
5. Assign committee/program chairs as needed
6. Actively promote transparency, inclusion and equal/fair treatment to all members.
7. As a sub-member of all committees the president will monitor progress and activities being carried out by Directors and Members
8. **Meet deadlines** as developed by the Board of Directors and committees. This protects and shows respect for everyone involved. Additionally, meeting deadlines protects others from situations which may cause other members to perform work they did not anticipate or may not be able to perform
9. **Respond to communications** in a timely manner. For most organizations this is within **two days**. Some responses may be requiring more immediate attention, others less so
10. Work with the Recording Secretary to secure accurate meeting minutes in a timely manner
11. Work with the Newsletter Editor to accomplish a monthly "President's Message", as well as, monitor content and other important information forwarded to the Membership through the publication of the Newsletter
12. Monitor the financial health of the Society through communication with Directors and the Treasurer
13. Monitor membership progress and involvement through communication with Directors and the Membership Chair
14. Assign and work with committee program chair to establish a working structure for their activities as a group
15. The President may assign duties to the Vice President to aid in the administration of the Society as needed