Suggested Plans for SCAFCS President

Use the following as for requirements to be met according to the Bylaws. All Board members can use this same format for their offices. Go to www.scafcs.org and click on the About tab and locate the Bylaws. Click Control F and type in your office title. Highlight and copy all your requirements in the Bylaws (probably several places). Then divide the jobs into the months and make sure to add checks and small details needed to accomplish your tasks. Check with former officers who held this job and update accordingly. As each month ends, update and submit to the Bylaws Committee to put online for future officers.

PRESIDENT shall:

a. Serve as executive officer of the Association, and give general supervision and leadership to organizational policies and program.
b. Serve as chairman of the Board of Directors and the Executive Committee.
c. Preside at the business session of the annual meeting.
d. Hold at least three (3) meetings a year of the Board of Directors of the Association, usually in September or October; an annual meeting in February; and March or April.
e. Recommend appointments for committees to be approved by the Board.
f. Fill temporarily, by appointment, any vacancies which occur on the Board of Directors or committees.
g. Work closely with officers and chairmen in carrying out the program of the Association. Communicate with the counselor, president-elect, and appropriate Board members to increase coordination of Association business.
h. Consult with the program chairman in working out the program and appointment of all necessary committees for the annual meeting.
i. Approve all expenditures not in the approved budget.
j. Present an annual report to the Association.
k. Approve material sent out in the name of the Association.
l. Represent the Association at meetings of other organizations.
m. Represent the meetings of the Affiliate Presidents Unit (APU) of AAFCS.
n. Send credentials for official delegates to the Annual Meeting of AAFCS.
o. Appoint an alternate for the official delegates to the meeting of AAFCS.
p. Send to AAFCS the date of Annual Meeting. Send to AAFCS a list of officers, committee chairmen and community chairmen/coordinators, and if updated, a copy of revised Bylaws.
q. Provide a directory of the Board to all officers, committee, and community chairs.
r. Appoint a parliamentarian to serve during president's term.
s. Ensure that the Historian receives copies of important documents for the archives.

CHECK	MONTH	
	JANUARY	**As President-Elect until President in June:** Contact all officers concerning Program plans and providing Board meeting plans for February Plan and preside over Board Meetings as stipulated in Bylaws (Fall and Spring and immediately prior to conference) or as deemed necessary by President. (**Ongoing**) Finalize Program of Works for the upcoming year of current term. Work closely with officers and chairmen in carrying out the program of the Association. Delegate board members to assist with carrying out Plan of Work. Work with Vice-President Program and Counselor to locate site for Annual Conference – 2 years ahead. Work with Vice President Program to finalize plans for Annual Conference to be held in February. Appoint committees as needed. (**Ongoing**) Appoint Parliamentarian if needed. Negotiate and sign necessary documents and contracts pertaining to Association business and operations. (**Ongoing**) Approve non-budgeted expenditures. (**Ongoing**) Promote and grow the Association affiliate. (**Ongoing**) Attend various district meetings whenever possible as the primary representative of the SCAFCS. (**Ongoing**) Communicate with AAFCS administration regarding affiliate activities and plans - according to national association requirements. (**Ongoing**) Work with Historian towards receipt and storage of historical archive materials. (**Ongoing**) Approve material sent out in the name of the Association. (**Ongoing**) Communicate with the counselor, president-elect, and appropriate Board members to increase coordination of Association business. (**Ongoing**)

CHECK	MONTH	
	FEBRUARY	Plan and preside over pre-conference Board Meeting on evening prior to beginning of annual conference – present Program of Works to Board of Directors. Plan and preside over annual conference business meeting.
	MARCH	Plan and preside over Spring Board Meeting as stipulated in Bylaws (late March / early April) Work with Vice President-elect program to create program and agenda for the following year's annual conference.
	APRIL	Board meeting – if decided upon Conduct all necessary Association business. Consult with Board of Directors officers regarding Association needs and practices. (**Ongoing**)
	JUNE	Board meeting – if decided upon Represent the affiliate at meetings of the Affiliate Presidents Unit (APU) of AAFCS. Conduct all necessary Association business. Consult with Board of Directors officers regarding Association needs and practices. Finalize Program of Works for the upcoming year of current term. Work closely with officers and chairmen in carrying out the program of the Association. Delegate board members to assist with carrying out Plan of Work.
	JULY	Board meeting – if decided upon Conduct all necessary Association business. Consult with Board of Directors officers regarding Association needs and practices.
	AUGUST	Board meeting – if decided upon Communicate with AAFCS administration regarding upcoming / yearly affiliate activities and plans – according to national association requirements. (**Ongoing**) Conduct all necessary Association business. Consult with Board of Directors officers regarding Association needs and practices.
	SEPTEMBER	Plan and preside over Fall Board Meeting as stipulated in Bylaws Conduct all necessary Association business. Consult with Board of Directors officers regarding Association needs and practices.
	OCTOBER	Board meeting – if decided upon Conduct all necessary Association business. Consult with Board of Directors officers regarding Association needs and practices.
	NOVEMBER	Board meeting – if decided upon Conduct all necessary Association business. Consult with Board of Directors officers regarding Association needs and practices.
	DECEMBER	Board meeting – if decided upon Conduct all necessary Association business. Consult with Board of Directors officers regarding Association needs and practices.
	JANUARY	Board meeting – if decide upon Conduct all necessary Association business. Consult with Board of Directors officers regarding Association needs and practices.
	FEBRUARY	Plan and preside over pre-conference Board Meeting on evening prior to beginning of annual conference Plan and preside over annual conference business meeting. Conduct all necessary Association business. Consult with Board of Directors officers regarding Association needs and practices.
	MARCH	Board meeting – if decided Conduct all necessary Association business. Consult with Board of Directors officers regarding Association needs and practices.
	APRIL	Board meeting – if decided Serve in the position of President until the end of term in June. Begin compiling and preparing all materials, documents, etc. to be passed on to current President-elect (incoming President). Conduct all necessary Association business. Consult with Board of Directors officers regarding Association needs and practices.
	MAY	Board meeting – if decided upon Conduct all necessary Association business. Consult with Board of Directors officers regarding Association needs and practices. Begin compiling and preparing all materials, documents, etc. to be passed on to current President-elect (incoming President).
	JUNE	Board meeting – if decided upon Conduct all necessary Association business until end of term.

		Consult with Board of Directors officers regarding Association needs and practices until end of term. Serve in the position of President until the end of term in June. Pass on all duties and responsibilities, materials, documents, etc. of the Association to incoming President (current President-elect). Assume responsibilities of Counselor at the end of term.