

President

Duties Listed in the MDHA Bylaws (Article V Section 2)

The President shall:

- Have a working knowledge of computers, the internet, social media and familiarize oneself with internet tools used for Association business such as, but not limited to, Dropbox and Constant Contact
- Have general supervision and direction of all officers and chairpersons of the Association.
- Chair the BOT meetings.
- Open all monthly CE meetings with greeting and announcements
- Submit a quarterly and annual report to the MDHA and place in Dropbox
- Appoint, with the approval of the BOT, all Chairpersons and members of committees, and special committees.
- Serve as an Ex-Officio member of all committees
- Succeed to the office of Immediate Past President, without election, to serve for a term of one year with no limit on the number of terms
- Cosign the WSDHA banking account signature cards with the Treasurer.
- Review the minutes of all meetings.
- Serve on the Executive Review committee.

In addition to duties listed in the Bylaws, the President will:

- Follow all procedures ~~on~~ in the general procedure section of this manual.
- Review the Procedure Manual with each BOT member and committee Chairperson as soon as possible after elections.
- Review monthly bank statements with the Treasurer.
- Present certificates of appreciation to all BOT members and committee Chairpersons when the new BOT is introduced to the general membership, usually at the May meeting.
- The incoming President, shall present a plaque of appreciation to the Immediate Past President

Meetings

- Attend all General Membership meetings or if unable to attend, appoint President – Elect to preside
- Attend MDHA BOT quarterly meeting
- Recommended to attend MDHA Annual Fall and Spring Scientific Session, to be funded by WSDHA
- Attend the MDHA Annual House of Delegates as automatic Delegate

Reports

- Copy the President-Elect on all reports.

Correspondence and Files

- In addition to those listed in the General Procedures Section (p.4)
- Copy necessary BOT members on e-mail communications
- Keep a Presidential file of:
 - Minutes of Association meetings in DropBox
 - Correspondence outside committee work in Dropbox