

Greenville Woodworkers Guild, Inc.
Position Description

<u>Title:</u>	President	PDE No.:	31
		Revision:	1
		Date Adopted:	Aug 13, 2012
		Resolution:	2012-33

General Responsibilities:

The President is the principle executive officer of the Greenville Woodworkers Guild, Inc.

Authorization:

The President is an elected Officer of the Greenville Woodworkers Guild, Inc. He/she is a member of the Board of Directors (the "Board") and serves as the Chairman of the Board.

He/she is bound by the Bylaws and the policies and budgets adopted by the Board and shall act consistently with such policies and budgets. The President may appoint such assistants as may be necessary to assist with the duties of the President. All such appointees serve at the pleasure of the President.

Specific Duties and Responsibilities:

The President's responsibilities are as delineated in the Bylaws of the Guild and repeated below.

President The President shall be the principal executive officer of the corporation and, subject to the control of the Board, shall in general supervise and control all of the business and affairs of the corporation. The President shall, when present, preside at all meetings of the Board, unless a chairman of the Board shall have been designated by the Board. The President may sign, with the Secretary or any other proper officer of the corporation thereunto authorized by the Board, any deeds, mortgages, bonds, contracts, or other instruments except in cases where the signing and execution thereof shall be expressly delegated by the Board or by these bylaws to some other officer of the corporation, or shall be required by law to be otherwise signed or executed; and in general shall perform all duties incident to the office of the President and such other duties as may be prescribed by the Board from time to time.