



CLAN MACTAVISH BOARD OF DIRECTORS

Job Description

Position Title: PRESIDENT	
Term: 3 Years with the possibility of second consecutive term	Reports to: Board of Directors
MINIMUM QUALIFICATIONS	
<ul style="list-style-type: none"> • Membership paid and in good standing • Basic understanding and application at meetings of Robert's Rules of Order 	
DUTIES & RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. Preside as the Chair at all meetings of the Board of Directors (BOD), the Annual General Meeting and any other meetings called to deal with the business of the clan. 2. Be the principal executive officer of Clan MacTavish Inc. and will, in general, perform all of the duties and have all of the authority specified in such position description as the BOD may adopt from time to time. 3. Serve as the official representative of Clan MacTavish Inc., or designate his/her substitute. 4. Will encourage the BOD, as well as other members, to use their energies and abilities to advance the purposes of Clan MacTavish. 5. Provide a summary of his/her activities for the previous year in the form of a report to the membership at the AGM. This report shall be presented in the form of a letter to the membership and as an article in the next available Non Oblitus edition. 6. Nominate three board members for an IRS Compliance Committee whose purpose is to insure the compliance of CMU to the laws established by the IRS for 501(c)3's to remain non-profit 7. Vote on Clan matters for the BOD 	
GENERAL DUTIES FOR ALL BOARD MEMBERS	
<ol style="list-style-type: none"> 1. Exhibit a professional attitude and demeanor at all times in dealing with the BOD, members, and the general public 2. Demonstrate knowledge and proficiency in the use of the Internet, email, and other computer applications as applicable to job responsibilities. 3. Comply with BOD policies & bylaws 4. Adheres to the chain of command. 5. Maintain and improve knowledge and skills to promote proficiency in the operations of an organized, modern, updated and efficient BOD. 6. Participate in BOD meetings 7. Exhibit time on task and a flexible, cooperative, progressive and hardworking attitude and style. 8. Ensure the integrity, accuracy, and security of all records. 9. Maintain a high level of ethical behavior and confidentiality of information. 10. Maintain a pattern of prompt and regular BOD meeting attendance and perform all duties as assigned effectively and efficiently. 11. Communicate clearly and concisely, both verbally and in writing. 12. Demonstrate appropriate verbal, written, and telephone communication skills. 13. Complete routine tasks with little or no direct supervision. 14. Able to perform essential job functions with reasonable accommodations. 15. Perform other duties as assigned. 	

**IMPORTANT
NOTES**

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an individual might be expected to perform, and they do not limit the right of the BOD to assign additional tasks or otherwise modify duties to be performed - even if seemingly unrelated to the basic role. Every BOD member has a duty to perform all assigned tasks. It should also be noted that the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: 11/18/22