

Dimondale Business Association

President Duties

“Duties of President: The President shall preside at all meetings. The President shall appoint all committees, temporary or permanent. The President shall present at each annual meeting an annual report of the work of the Dimondale Business Association.” (Bylaws)

Per practice the President does:

- Prepare agendas for six bi-monthly membership meetings and six bi-monthly Executive Committee meetings.
- Preside at all meetings.
- Lead Executive Committee in establishing organizational priorities.
- Maintain current email address list for timely/regular communication with members.
- Appoint committee members and oversee activities.
- Respond to communication from partners (SBAM, LRCC, HBA, etc.)
- Represent DBA when necessary (media, community events, etc.)
- Respond to community outreach (sponsorship, etc.)

Qualifications:

The President should have good communication and organizational skills.

Notes:

The President currently performs the following duties that will be delegated to other officers or volunteers or discontinued.

- Social media. (Facebook)
- New member recruitment and orientation. (The Executive Committee is discussing the possibility of placing this duty with the Vice President.)
- Event planning (Car Show, Small Business Saturday, Annual Mixer, downtown pop-ups, etc.)
- Welcome Basket Program

