



MISSOURI AQUARIUM SOCIETY

President

Duties & Responsibilities

These are my adaptation of the duties as passed on to me from past Society Presidents. Always try to remember that as President, you are the public face of the Society, so try to conduct yourself by putting the best interests of the Society above your own when in public at meetings or events – and making sure all other Society members do the same as much as is possible. It is a good idea to familiarize yourself with both MASI bylaws and policies (found in the Membership Handbook) and with proper parliamentary procedure as outlined in Robert's Rules of Order, Revised. This can be found online. It's not necessary to memorize this, but just to have an idea what is there in case you ever need to refer to it. I have had to do so on several occasions.

- Preside at all meetings, being sure to call the meeting to order on time or as close thereto as a quorum is present
- Run the meetings in an orderly and timely fashion as per MASI precedent (refer to the General and Executive Council meeting Orders of Business) and Robert's Rules of Order – appoint a Sergeant at Arms, if necessary, to enforce order
- Show due respect to all member's opinions, but ensure no one person or issue monopolizes the time at any meeting – the president has the power to limit the duration of a discussion – use this judiciously
- When running a meeting, ensure that things are kept to topic as much as is possible (some leeway is allowed, but things can get out of hand quickly if you don't maintain control)
- Inform the Vice-President ASAP if you will miss a meeting so they have time to prepare
- Make sure to enforce MASI rules and policies evenly, especially with regards to the Society's neutrality in any dispute between members
- Appoint the Editor, Show Chairman, and Auction Chairman to take office at the beginning of the term
- Appoint others to fill openings as they occur throughout the year
- The president does not get a vote in normal club operations unless it becomes necessary to break a tie

- Sign checks and pay bills when the Treasurer is not present, not willing, or not able to do so – keep a record of those written and give that to the Treasurer ASAP
- Maintain your Society debit card in a safe place unless needed (I never carry mine with me) and shred it and pass it back to the Treasurer at the end of your term
- Write a short report for each issue of the Darter apprising members of news and matters of interest or import to the Society
- Make sure the Vice President can bring the sound system and AV equipment when needed, and make sure the Society laptop is there when needed
- Make sure committee heads and workers know what they are doing, that they report their committee progress/needs to the Council, and make sure things run smoothly (management by wandering around) during official MASI events without stepping on the toes of the committee head
- ·Make sure committee heads and workers receive proper credit (both service points and “atta-boys”) whenever possible
- ·Assign various Council members to report to the Council on various committee operations so that the Council is apprised of any needs and the committee head is apprised of any Council decisions regarding the committee
- ·If a committee is assigned to a project, ensure the committee head is both willing and capable of performing the task, and follow up regularly (but gently) to make sure the project is completed – remember that everyone is a volunteer and real life (family, health, work) comes first
- Other Things to consider/remember:
 - There are copies of almost all important papers in the archive, so if something is damaged or lost, don’t panic
 - Maintain notes for official Society Archives and turn these over to the Historian/Archivist at the end of your term
 - Remember, this is a hobby – nothing is life and death – so if something doesn’t get done on time, it doesn’t get done on time and if no one volunteers to do something, it must not be that important
 - And most importantly: Don’t forget to enjoy yourself, and don’t forget to take time to just watch your fish!