



# Job Descriptions

STC Manitoba Information Line: (204) 954-0011

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## President

A voting position.

Also see *Basic Responsibilities of All*.

### Specific responsibilities

### Time required

Coordinate and chair executive meetings. Tasks include the following:

8 hours

- arrange dates and locations of monthly executive meetings
- prepare agenda for each executive meeting and issue an annotated agenda ahead of time
- arrange preparation, acquisition and advance distribution of documents to support executive committee decisions
- review and monitor action items on a monthly basis

Coordinate and chair chapter meetings. Tasks include the following:

6 hours

- arrange dates and locations of monthly chapter meetings
- work with the Program Chair to include the program speaker in the agenda
- prepare a personal agenda for the meeting
- announce new members (with information received from the Membership Chair) unless this task is performed by the Membership Chair
- prepare a networking or ice-breaker exercise
- purchase door prizes for a draw during the meeting

Perform the following tasks on an ongoing basis:

10 hours

- assist other volunteers as required
- obtain information from the Membership Chair on a monthly basis regarding current membership count and names of new members
- telephone new members to welcome them to the group unless this task is performed by the Membership Chair
- handle correspondence with STC head office, the Region Director-Sponsor, local members, other chapters and so on
- oversee all chapter activities (Note: The President is a member ex

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officio of all committees.)

- remind people of deadlines for competitions
- nominate worthy chapter members for awards
- complete reports on chapter activities three times a year

## Tasks by month

**May (incoming)** Ensure that the chapter bank account signing authority is current (the Treasurer and President should have signing authority).

Schedule a planning session (for sometime before September)—topics might include budget, goal setting, plans, ideas, meeting locations, task lists.

Check the status of any outstanding issues or ongoing projects within the chapter—for example, make sure a program has been planned for the September meeting (usually done by the outgoing Program Chair).

Check the Administrative Directory, to learn about contacts and basic procedures for dealing with STC head office. Check the status and deadlines for major STC events outside the chapter (STC head office publishes lists of information about competitions and award applications).

Send the updated list for the entire executive to STC head office's Director of Information Systems and the *TieLine* editor.

If bylaw changes were made, ensure that a copy of the new bylaws is sent to STC head office, to the attention of the membership department.

Ensure that everyone has a copy of their task list and has received their predecessor's records and materials.

Make sure that everyone understands chapter routines for maintaining information on members and arranging chapter meetings.

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## Tasks by month

**June–  
August**

Review chapter bylaws and operating guidelines to see if they continue to apply to the current status of the chapter. If appropriate, plan to update them. Note that bylaw changes are themselves governed by the bylaws.

Consult with the Program Chair regarding programs for the coming year. In particular, check the status of arrangements for the September meeting (usually set up by the previous Program Chair) and discuss an invitation to an STC head office representative to attend a meeting (and possibly make a presentation).

Confirm facilities and catering arrangements for the chapter meetings. At a minimum the arrangements should cover September but might tentatively cover the whole term.

If appropriate, prepare to recommend a member for nomination as an Associate Fellow. STC head office will let you know which members have the requisite 10 years of service. The nominees are persons who have made major and varied contributions to technical communication. An application requires a lot of effort and is due in October.

Ensure that the Treasurer is prepared to submit the annual financial report, due September 30.

Get a listing of current members from STC head office (Membership) to get an up-to-date copy of chapter membership. Upon request, a database listing will be provided, but it takes some formatting to make it usable for printing. (Note: It does not include the list of our "friends".)

**September–  
April**

For regular chapter meetings, confirm general facilities arrangements, prepare agenda, acquire door prizes and preside at the meetings. Typically there is a tour during February or March without a meeting agenda. (Note: The Program Chair finds out what the specific needs of each speaker are for a projector, extra table space, etc, and forwards this information to the Meeting Facilitator. The Meeting Facilitator combines this information with details about expected attendance and provides it to the people running the facility and doing the catering.)

**October**

If applicable, submit a recommendation to the Associate Fellows Nominating Committee.

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## Tasks by month

**November** In consultation with others on the executive, decide on a nominee for the Distinguished Chapter Service Award and forward the nomination form to STC head office.

**December** Review annual goals, task lists, bylaws and such to check progress and consider changes.

**January** In cooperation with the Membership Chair, remind members to renew their memberships (no later than the end of February).

Ensure that the Nominating Committee has started to compile a slate for elections at the AGM.

**February** If applicable, prepare an application for the Chapter Achievement Award and submit it to STC head office.

**March** Remind the persons in volunteer positions to prepare their annual reports.

**April** Provide STC 2<sup>nd</sup> Vice-President with names of chapter members who plan to attend the chapter leaders workshop at the STC Annual Conference.

Remind outgoing volunteers of the importance of wrapping up activities and providing good documentation for their successors.

Prepare the agenda for the AGM and check the status of other preparations – the Secretary may be presenting bylaw changes; the Nominating Committee may need election process materials.

Collect the reports for each position and assemble into the collective Annual Report for distribution at the AGM.

Choose your recipient for the President's Award to be presented at the AGM.

Start planning for activities such as the STC International Publications Competition that might require attention before the incoming executive has assumed responsibility.

Plan a social evening for the outgoing executive.

Discuss a joint transition meeting with the Vice-President.



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## Tasks by month

**May (outgoing)** At the beginning of the AGM recognize the work of the volunteers and present the President's award.

Preside at the AGM until the election results are known, introduce the new President and announce the handover of responsibility.

Hand over your records and facilitate the handover being done by others.

Last updated: *February 23, 2004*