

UPCRA
POLICY/PROCEDURE

OFFICE: President

SUBJECT: Role and Responsibilities

PURPOSE: To provide direction to the President as to their role and responsibilities and to aid in the transition of officers.

LENGTH OF TERM: Two (2) years or until his/her successor is elected and qualified, beginning at the adjournment of the UPCRA annual meeting in the spring at which he/she is elected. The president shall be elected on the even year, on the same rotation as the president-elect.

POLICY: The President shall be appointed by the nominating committee and voted upon by the UPCRA membership prior to the annual spring meeting.

PROCEDURE: The duties of the President shall include but not be limited to:

1. Have general charge and management of all of the business and affairs of the corporation.
2. Preside at all meetings of the members, the Board of Directors, and the Executive Committee.
3. Plan a fiscal year budget (May 31st- June 1st of the following year) in cooperation with the UPCRA treasurer; to be approved by the board of directors.
4. Appoint members to assist in various roles as deemed necessary.
5. Make reports to the Board of Directors and members and perform all duties incident to the office of President as prescribed by the Board of Directors.
6. Write/submit a president's quarterly update for the UPCRA Website.
7. Serve on the Nominating Committee, Scholarship Committee, Scotty Roberts Award Committee, Website Committee, and Policy and Procedure Committee.
8. Assure annual renewal of Tax Exempt ID number in both North Dakota and South Dakota. Assure annual filing of 990-N form by the treasurer (see treasurer's policy/procedure) to assure continued tax exempt status.
9. Pass on the UPCRA President's Timeline document along with any other pertinent records to the new incoming president at the end of term.
10. Review Bylaws two months prior to the annual meeting to assess for any possible proposed amendments needed in order to comply with Article X Section 10.1 and 10.3.
11. Refer to Bylaws: Section 6.13 regarding presidents duties.