

## TSGNA PRESIDENT'S COMMISSION

1. Term in office one year, having served as President-Elect the previous year; elected by TSGNA Membership.
2. As needed, serve as resource person / advisor to Board Members, Committee Chairpersons, Division Officers and other TSGNA Volunteers and Members.
3. Appoint and terminate special committees as necessary.
4. Represent TSGNA, and have general supervision of the work of the Board of Directors.
5. Call and preside at all business meetings of TSGNA and the TSGNA Board of Directors.
6. Serve as Ex-Officio member of all committees.
7. Represent TSGNA in all matters related to SGNA:
  - Attend the SGNA Annual Course.
  - Serve as Regional Delegate to the SGNA House of Delegates, attending the meeting held in conjunction with the SGNA Annual Course (and other meetings, as indicated). Submit, present and respond to resolutions, as directed by the TSGNA Board of Directors. In the event that the President is unable to attend a meeting, a replacement should be designated.
  - Be familiar with the information in the SGNA Regional Society Handbook, utilizing the information therein for Annual Rechartering Requirements and other SGNA requirements / recommendations. Submitting the required information in a timely manner will help to assure that the appropriate person receives the communication from SGNA and that TSGNA maintain its charter.
  - Act as liaison between the TSGNA, the SGNA Divisional Coordinator and the SGNA.
  - Communicate pertinent data and information received from SGNA (and others) to TSGNA Board of Directors and Members.

- Respond to requests from the SGNA Divisional Coordinator within two weeks.
- Notify SGNA Divisional Coordinator of any problems within TSGNA.
- Be familiar with the SGNA organizational structure, By-Laws and Policies, and act as an advisor to TSGNA in such matters.
- Be supportive of SGNA, and voice differences of opinion through the appropriate channels.
- Appoint membership liaison to SGNA, if requested. (The TSGNA *Membership Committee* Chairperson would be the ideal choice for this.)

8. Submit reports to the TSGNA Board of Directors and others, as follows:

- A verbal or written report, outlining the goals and expectations for the year, should be given to the Board of Directors at TSGNA Board Meeting following the TSGNA Annual Meeting.
- A letter to Board Members requesting that items to be placed on the agenda be submitted one month prior to each Board Meeting.
- A Board Packet, including an agenda, President's report, other appropriate reports, meeting minutes, etc., should be sent to Board Members two weeks prior to each Board Meeting. If Board Members receive any of this information from another source (other Board Members, etc.) they should be asked to review the information prior to the meeting and bring the information to the meeting. Having and reviewing this information prior to the meetings will enable Board Members to be prepared, thus ensuring a more productive meeting.
- A report / letter summarizing progress and activities to the Board of Directors by Dec 1
- A report / letter summarizing progress and activities to the Board of Directors by April 1
- A report / letter summarizing progress and activities to the Board of Directors by Sept 1

- An agenda for the TSGNA Annual Business Meeting and a year-end report / letter summarizing progress (especially achievement of defined goals) and activities, sending the requested number of copies to the Program Chairperson for inclusion in the syllabus for the TSGNA Annual Meeting. If desired by the *Program Committee* Chairperson, a welcome letter may also be submitted for the syllabus.

- Reports / letters as requested for each *TSGNA website*.

- Other reports as indicated / requested.

9. At the TSGNA Annual Business Meeting, present the SGNA Regional Society Handbook (if the President-Elect does not already have one) the TSGNA Charter Plaque and the gavel to the incoming President.
10. Submit names of potential, future TSGNA leaders to the Board of Directors.
11. Annually, attend a minimum of three (3) Board of Directors Meeting and the *TSGNA Annual Meeting and Educational Course*. Should an emergency prevent attendance at a Board of Directors Meeting, the President-Elect should be notified to be prepared to preside over the meeting.